

Stafford County Public Schools



**Student Code of Conduct
Parental Consent Forms
and Notices
2006-2007**

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September 5, 2006

Dear Parents and Students:

Welcome to Stafford County Public Schools. The division schools offer a comprehensive educational program designed to provide challenging and relevant instruction to each student. Additionally, the schools offer a variety of extracurricular programs and activities through which students may pursue their interests.

Expectations are high in each school for proper student conduct and behavior. The Stafford County School Board has adopted policies and regulations pertaining to student conduct and attendance, suspension and expulsion, as well as to the hearing process. Copies of many of those policies and regulations are included in this booklet and should be read and reviewed.

The Stafford County Public School Division does not discriminate on the basis of gender and it prohibits sexual harassment in its schools and programs. Students found to have committed an act of sexual harassment are subject to a disciplinary punishment prescribed in the Student Code of Conduct. Students experiencing sexual harassment should report it to their school principal, school guidance counselor, or to the Supervisor of Testing/Student Services (658-6000). Complaints of sex discrimination may be filed in accordance with Policy 7-5, Title IX Grievance Procedures, a copy of which is included.

Also included in this booklet is a notice that outlines the requirements under Virginia law Section 22.1-279.3 as to Parental Responsibility and Involvement. This law was enacted to assist the schools in enforcing the standards of conduct and attendance. ***It requires that parents or guardians acknowledge receipt of these materials. For your convenience, an acknowledgment form is enclosed which you may sign and return, by way of your child, to school.***

You can find toward the front of this booklet several forms which you are requested to review and return to your child's school if appropriate. The forms include: an authorization for your child to receive medication at school and an agreement concerning using computers and accessing the Internet while at school. Additionally, you will find opt-out forms if you do not desire for your child to be photographed/videotaped; your child's name, photograph, or work to be published on the Internet; your child to participate in the Family Life Education curriculum; or, screened at school for vision, hearing, or scoliosis. Should your child participate in athletics or extra/co-curricular activities, a policy governs conduct as it relates to these programs. Each student participant will be required to comply with its conditions. You may expect to receive a copy of the policy from your child's coach or sponsor. If you desire for your child to participate in a sport or activity, it will be necessary for you to accept the conditions set forth in the policy and sign and return the form to the staff member.

You can find copies of the complete School Board policy manuals in the library of each school, as well as the Central Rappahannock Regional Library in Fredericksburg and the Porter Library in Stafford. Additionally the manual is available for access on the internet at www.staffordschools.net.

On behalf of the School Board and Stafford County Public Schools, I wish you a successful and rewarding school year.

Sincerely,

Jean S. Murray
Superintendent

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge that I have received the handbook styled Code of Conduct (2006-2007) and that it contains the following policies, regulations, authorizations, and agreements:

- Photographs of Students (opt-out form)
- Electronically Published Student Information (opt-out form)
- Acceptable Use Agreement (Student and Parent Signature Sheets)
- Family Life Education (opt-out form)
- Request for Medication/Treatment During School Hours
- Vision, Hearing, and Scoliosis Screenings
- Family Educational Rights and Privacy Act Notification
- Protection of Pupil Rights Amendment (PPRA) Notification
- Annual Notice to Students/Parents Regarding Directory Information
- Regulation 7-37: Student Dress
- Student Attendance (Policy & Regulation 7-15) (including Compulsory School Attendance Law)
- Teacher Removal of Students from Class (Policy 7-31)
- Code of Student Conduct (Policy & Regulation 7-32)
- Conduct on School Buses (Regulation 7-32.1)
- Suspension (Regulation 7-32.3)
- Suspensions and Expulsions (Policy 7-19)
- Search and Seizure/Evidence/Contraband (Policy 7-59)
- Title IX (Sex Discrimination) Grievance Procedures (Policy 7-5)
- Prosecution of Juveniles As Adults for Certain Crimes (Attorney General)
- Notice: Misdemeanor to Make False Statements as to School Division or Attendance Zone Residency
- Notice: Availability of Policy Manual
- Notice: Sex Offender Registry Information
- Notice: Right to Petition

I do further acknowledge that I have received the Notice of Parental Responsibility and Involvement Requirements as set forth in Va. Code §22.1-279.3 as part of the handbook.

By signing this receipt I shall not be deemed to waive, but to expressly reserve, rights protected by the constitutions and the laws of the United States of America and of the Commonwealth of Virginia, including the right to express disagreement with policies and decisions of the school and of the school division.

Name of Child

Signature of Parent/Guardian

Date

(PLEASE SIGN & RETURN TO YOUR CHILD'S SCHOOL)

Stafford County Public Schools

31 STAFFORD AVENUE
STAFFORD, VIRGINIA 22554-7246
(540) 658-6000

PHOTOGRAPHS OF STUDENTS

Children are sometimes photographed or videotaped while participating in school activities. This is usually done by school personnel or parents, but the local newspapers will occasionally take photographs as part of an article. Additionally the school yearbook, newspaper, and school division publications frequently take and incorporate photographs in their publications. If you do not desire that your child be photographed or videotaped during a school activity, please complete and return the opt-out form below.

OPT-OUT OF STUDENT PHOTOGRAPHS

_____ I do not desire that my child be photographed/videotaped.

Signature - Parent/Guardian

Date

Student's Name

Teacher's Name

ELECTRONICALLY PUBLISHED STUDENT INFORMATION

Stafford County Public Schools publishes a variety of information about our schools and their activities on a portion of the Internet known as the World Wide Web. From time to time, we may wish to include your child's name and/or photograph on our Web page. This information may be published in order to recognize achievement or in conjunction with the display of your child's work on the Web. If you do not desire that your child's name, photograph, or work to be published electronically on the World Wide Web please complete and return the opt-out form below.

OPT-OUT OF ELECTRONICALLY PUBLISHED STUDENT INFORMATION

_____ I do not desire that my child's name, photograph, or work be published electronically on the World Wide Web.

Signature - Parent/Guardian

Date

Student's Name

Teacher's Name

Stafford County Public Schools

31 STAFFORD AVENUE
STAFFORD, VIRGINIA 22554-7246
540-658-6000

ACCEPTABLE USE AGREEMENT STUDENT SIGNATURE SHEET

I, _____, understand that use of school-owned computers, hardware, and software, as well as using the Internet and engaging in direct electronic communication, is a privilege, and not a right. I have this privilege provided that I:

1. do not violate the guidelines or rules of the Internet access provider;
2. have the written permission of my parent or guardian on file at the school to use school computers, hardware, software, to access the Internet, and other networks, and to communicate electronically;
3. obey all school and classroom rules about computer use and using other computer networks;
4. obey the rules of the Student Code of Conduct, including Rule 10, School Board rules, and the rules of the school about using computers and networks;
5. do not break any laws using computers, including any unauthorized access or hacking;
6. do not access the Internet or other network to break laws, including unauthorized access or hacking;
7. do not send any abusive, profane, or obscene language, or any pornographic pictures, over any computer or computer network, the Internet, or via any electronic means;
8. do not give or tell anyone my password, account number, or identification number, or that of anyone else;
9. do not buy on school-owned equipment or with school board or school money any services or items which may be available over the Internet or any other network, either for myself, the school, the school board, or any person; and
10. do not use any computer, hardware or software in any unauthorized manner.

I have read, or my parent or guardian has read and explained to me, Rule 10 of the Student Code of Conduct about computer use, and I agree that I shall not break Rule 10 or any of the rules listed above. If I violate the Student Code of Conduct, or the rules above, my privilege to use school-owned computers, hardware, and software, as well as using the Internet or other computer networks may be lost. I understand that my activities on the computer, including those on the Internet, may be monitored at anytime by Stafford County Public Schools, that an Internet filtering system is in place, and that I am responsible and accountable for my activities.

Signature of Student

Printed Name of Student

Date

Acceptable Use Agreement Parent Signature Sheet

I have read the Acceptable Use Agreement above, as well as Rule 10 (below) of the Student Code of Conduct pertaining to computer usage. I give my permission for my child to use school computers, hardware, and software to access the Internet and other computer networks, and to communicate electronically. I understand that such use and access is a privilege which is extended to my child by the school. I understand further that the privilege may be revoked should my child violate either the Acceptable Use Agreement or the Student Code of Conduct. I grant consent to Stafford County Public Schools to monitor my child's computer activities, including those on the Internet and am informed that an Internet filtering system is in place.

I acknowledge that Stafford County Public Schools does not control the content of the Internet, or that of other computer networks, or when engaging in direct electronic communication, including e-mail and chat rooms, and that the possibility exists that my child could be exposed to controversial, obscene, pornographic, offensive, or objectionable material. I agree not to hold either the school, or any school board employee, liable should my child be so exposed and I assume all risk in this regard.

I further agree that should my child obligate to a third party in any manner, including financially or otherwise, either the school board, the school, any school official, or any other person or entity, for any services, merchandise, and/or products of any kind whatsoever, which may be available through or over the Internet, other computer network, or through electronic communication, that I accept full financial responsibility and liability for same and shall indemnify, defend, and hold harmless the school board, school, school official, person and/or entity as to any and all claims, actions, and causes arising whatsoever.

Student's Name & School

Signature of Parent

Date

Rule 10: Computer violations including trespass, fraud, invasion of privacy, and theft of services; unauthorized use of school computer and/ or computer network; removal of computer data, programs, software; alteration/destruction/erasure of computer data, programs, software; intentionally causing a computer and/or computer network to malfunction; use or duplication of software in violation of law or licensing requirements; unauthorized access to any portion of computer network, restricted programs and/or computer drives; unauthorized use of assigned computer passwords to gain access to computer and/or network; any unauthorized use of school computer code(s); failure to abide by acceptable use agreement.

Penalty: Minimum of short-term suspension of 10 days, or less, with the balance of any days to be served carrying over to the succeeding school year, and/or loss of computer and Internet privileges to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and shall also be reported to the Sheriff if the potential exists for criminal charges to be filed.

July 2004

STAFFORD COUNTY SCHOOLS HEALTH SERVICES

REQUEST FOR MEDICATION/TREATMENT DURING SCHOOL HOURS

Stafford County Public Schools requires that if medication/treatments are to be taken by a student while he/she is in school, the school ***MUST*** have the following information completed and on file in the health clinic:

1. A signed order from the physician
2. A signed consent from the parent or guardian
3. The medication in the original container.

THIS APPLIES TO ANY MEDICATION, PRESCRIPTION OR OVER THE COUNTER.

The medication must be kept in the school health office. It is the responsibility of the student to come for it at the proper time.

Exception: The sole exception to the foregoing is student possession and self-administration of inhaled asthma medications for which a separate application and supporting materials are required.

To be completed by the physician:

Student's Name: _____ Grade _____

Medication/ Treatment: _____

Dosage and Time Schedule: _____

Diagnosis: _____

Length of Time Medication/Treatment Required: _____

Precautions, Special Instructions, Possible Side Effects, Comments: _____

Name of Physician (Printed): _____

Signature of Physician: _____

Address: _____

Telephone: _____ Date: _____

To Be Completed By Parent or Guardian:

I request that school personnel give the above medication/treatment ordered by the physician as stated, according to the directions given. I authorize a representative of the school to share information regarding this medication/treatment with the above health care provider if necessary. I understand and agree to comply with the school's policies and procedures as stated on the back of this form.

Date

Signature of Parent/Guardian

*Please read guidelines on reverse side

STAFFORD COUNTY SCHOOLS HEALTH SERVICES

REGULATIONS ON THE ADMINISTRATION OF MEDICATION/TREATMENT DURING SCHOOL HOURS

A. GENERAL POLICY

1. No pupil shall be given medications/treatments during school hours except upon the written request from a licensed physician who has responsibility for the medical management of the pupil. All such requests must be signed by the parent or guardian. Medication/treatments should be brought to school by a parent/guardian. Permission forms must be renewed yearly. Short term medications, such as antibiotics, may be given when the medication is in the original pharmacy container and lower portion of form signed by parents/guardians..
2. Nurses do not accompany students on field trips. Prior arrangements need to be made by parents and teachers for medications/treatments with approval of the nurse.

B. RESPONSIBILITY OF THE PARENT OF GUARDIAN

- I. Parents and guardians shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medication/treatments at school will be minimized or eliminated.
2. Parents and guardians will assume full responsibility for the supplying of all medications (please ask the pharmacist to provide a separate container for the school).
3. Parents or guardians should deliver any medication/treatment to be administered under this policy. All controlled medication (such as Ritalin & Dexedrine) will be counted and documented at the time of delivery by school personnel.

C. RESPONSIBILITY OF THE PHYSICIAN

- I. A request form for each prescribed medication/treatment must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school nurse in the school clinic.
2. Medication containers must be clearly labeled with the following information:
 - A. Pupil's full name
 - B. Physician's name
 - C. Physician's telephone number
 - D. Name of medication
 - E. Dosage, schedule, and dose form
 - F. Date of expiration of prescription
3. Indicate to pharmacy if another bottle needs to be prepared for the school.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school nurse/designee will assume responsibility for placing medication in a locked cabinet. Controlled medication will be counted and documented at the time of acceptance.
2. The school/nurse designee will administer all medications/treatments as ordered by the physician and will document date/time.
3. Discontinued or unused medications must be picked up by the parent/Guardian. If not claimed by the end of the school year, the school nurse will properly dispose of the medication.

Vision, Hearing, and Scoliosis Screenings

Sight and hearing tests are required by VA Code § 22.1-273 to be given to all new students and students in grades K, 3, 7, and 10. Vision and hearing screenings are conducted by the school nurse during the first 60 days of school and referrals will be sent home, if appropriate, prior to December vacation. If you have information concerning your child's sight or hearing, about which you believe the school should be informed, send in a note to the school nurse.

Scoliosis screening is also required by VA Code § 22.1-273.1. Scoliosis screenings are conducted by the school nurses and often PE teachers during second semester for students in grades 5, 7, and 9. Referrals will be sent home, if appropriate, before spring break. If you have information regarding your child's spinal condition, please send a note in to the school nurse.

Families are notified annually with this announcement appearing in each school's newsletter and the Code of Conduct. A parent or guardian has the right to determine their student's participation in Stafford County Public Schools Health Services Program as described above. In the event that a parent or guardian wishes to eliminate or exclude participation of a student in any part of the program, the parent or guardian may provide a written notification to the school nurse within fifteen days of receiving this notification. The family's written notice must state the specific area of screening from which the student is to be excluded and the family must furnish the same health screening results from their family physician.

Stafford County Public Schools
31 STAFFORD AVENUE
STAFFORD, VA 22554
PHONE: (540) 658-6000

September 5, 2006

Dear Parent:

Again this year our school system will be teaching the Family Life Education curriculum to students in grades K – 10. FLE instruction for K-5 students will be scheduled during **SECOND SEMESTER**. FLE instruction for secondary students in grades 6–10 will be scheduled anytime after **OCTOBER 1** as planned by the physical education teacher. In most cases, instruction will be presented to boys and girls in the regular classroom setting. When considered appropriate and indicated in the family life curriculum, some phases of the instruction will be offered in separate classes for boys and girls. As in the past, the FLE materials are available for preview. You may review these materials by requesting such through the school's main office. Students in grades K-5 will be taught FLE by classroom teachers, physical education teachers, school counselors, school nurses, and administrators as appropriate. In grades 6 -10, FLE will be taught by health and physical education teachers with counselor and nurse involvement as appropriate.

An "Opt-Out" form is provided below if you choose for your child **NOT** to receive any/all of the FLE lessons. The form must be returned by September 29, 2006, to the principal's office. If your child is enrolled after September 29, please return the opt-out form with the enrollment forms. Students who do not receive the FLE instruction will be provided alternative health instruction.

Questions and concerns may be shared with your child's FLE teacher, the building principal(s), counselor(s), and/or nurse, or with me at (540) 658-6694.

Sincerely,

Carol Lysher
Health, Physical Education,
and Driver Education Coordinator

OPT-OUT FORM

Student _____ **School** _____ **Grade** _____

I **DO NOT** give my child permission to be taught the following Family Life Education objectives during the 2006-2007 school year:

Objective(s) (Please list by number): _____

Date

Signature - Parent/Guardian

TO OPT-OUT OF FAMILY LIFE EDUCATION, PLEASE RETURN THIS FORM TO THE PRINCIPAL'S OFFICE AT YOUR CHILD'S SCHOOL BY SEPTEMBER 29, 2006.

Family Life Education Unit Objectives

KINDERGARTEN

The student will:

1. recognize that everyone is a member of a family.
2. understand the difference between appropriate and inappropriate touching and that physical affection can be an expression of friendship, celebration, or a loving family.

FIRST GRADE

The student will:

1. develop an understanding of the roles and responsibilities of people in the family.
2. identify the need for rules in the family.
3. demonstrate strategies for responses to inappropriate approaches from family members, authority figures, neighbors and strangers.
4. realize that physical affection can be an expression of friendship, celebration, or a loving family.

SECOND GRADE

The student will:

1. understand the importance of the family, the role of family members, and the continual change of family structure.
2. realize that each human baby is special and unique and must be cared for in a way that animal babies are not.
3. realize that human beings and animals have babies and that these babies need to be cared for by their parents.
4. identify self-protection strategies for dealing with inappropriate touches.

THIRD GRADE

The student will:

1. develop an understanding and acceptance of self and others, and realize the need to live cooperatively and harmoniously in the family.
2. understand and appreciate one's similarities and uniqueness within a family.
3. identify useful assertiveness skills when encountering inappropriate touches.

FOURTH GRADE

The student will:

1. describe the contributions to the immediate family by extended family members.
2. recognize that they are approaching an age where many physical and emotional changes will be taking place in his or her body, and the student will have to learn how to cope with these changes as they affect feelings and emotions.
3. identify physical changes that begin to occur during puberty and how changes affect personal hygiene.
4. use correct terminology when talking about body parts and functions.
5. understand that the baby grows inside the uterus of the mother's body for nine months and then is born.
6. explore the relationship between personal decision making and its effect on the family.
7. identify appropriate self-protection decisions and safe practices when alone.

FIFTH GRADE

The student will:

1. become familiar with the range of feelings and identify common emotions in relation to puberty.
2. identify how the physical changes which take place during puberty affect one's emotions and one's relationships with others.
3. examine the messages from mass media sources related to sexuality.
4. develop an awareness of human fertilization.
5. be able to identify the human reproductive organs.
6. learn facts about the prevention of child sexual abuse.

SIXTH GRADE

The student will:

1. develop skills in saying "no" to any social behavior or activity that is harmful for himself or herself.
2. learn the value of human sexuality within the context of marriage.
3. review the changes that take place in puberty and recognize that these changes will prepare him/her for possible fatherhood/motherhood in the future.
4. explain how human beings reproduce.
5. be able to describe the etiology, effects and transmission of the AIDS virus.
6. understand the importance of a positive body image.
7. recognize the effects of substance abuse on the family.
8. recognize that abstinence is necessary in making healthy life choices.
9. recognize ways to avoid becoming a victim of abusive behavior.

SEVENTH GRADE

The student will:

1. understand the role families play in nurturing and development.
2. examine how family relationships can affect the attitudes and behaviors of family members.
3. develop skills in improving communication and problem solving in their own families.
4. develop methods to strengthen family relationships.
5. explain how human beings reproduce.
6. identify causes, symptoms, treatment, prevention, and transmission of sexually transmitted diseases.
7. define the term AIDS and identify the symptoms, treatment, prevention and transmission of this sexually transmitted disease.
8. have a knowledge of how to improve peer relationships.
9. recognize contributions of various religious, racial, ethnic and handicapped groups to family life and society.
10. explain techniques for preventing and reporting sexual assault and molestation.
11. recognize that abstinence is necessary in making healthy life choices.
12. learn how to maintain a healthy life style at all times, particularly when alcohol/substance abuse is present in the family.

EIGHTH GRADE

The student will:

1. recognize the existence of different social/emotional needs within males and females.
2. recognize that premarital sexual involvement will interfere with mature development and with the short and long-term goals of the adolescent.
3. interpret the messages in society related to sexuality.
4. describe strategies for saying "no" to premarital sexual relations.
5. learn that anyone who has already become sexually active can stop and choose to refrain from

sexual intercourse at any time.

EIGHTH GRADE - continued

The student will:

6. be aware of the consequences of preteen and teenage sexual intercourse.
7. list the adverse consequences of pregnancy in early adolescence, as well as the positive benefits of postponing pregnancy until marriage.
8. describe the signs and symptoms of pregnancy.
9. identify causes, symptoms, treatment, prevention, and transmission of sexually transmitted diseases.
10. define the term AIDS, and identify the symptoms, treatment, prevention and transmission of this sexually transmitted disease.
11. become aware of the emotional stress caused by premarital sex.
12. recognize the relationship between alcohol/substance use and premarital sex.
13. understand that sexual abuse is never the fault of the victim.

NINTH GRADE

The student will:

1. understand the role families play in nurturing and developing its members.
2. be involved in improving communication and problem solving in their own families.
3. become aware of the various community resources available which support the family and community.
4. realize the necessity of setting standards for controlling sexual behavior and of postponing sexual relations until marriage.
5. describe strategies for saying "no" to premarital sexual relations.
6. learn that anyone who has already become sexually active can stop and choose to refrain from sexual intercourse at any time.
7. be aware that when choosing a dating partner there are more components to consider than mere sexual attraction.
8. review the process of reproduction.
9. understand misconceptions and fallacies regarding contraceptives as a method for preventing pregnancy.
10. identify causes, symptoms, treatment, prevention, and transmission of sexually transmitted diseases.
11. have an awareness of social interactions between the sexes.
12. understand how self perception can affect interpersonal relationships.
13. be aware of the dangers of substance abuse to the family.
14. recognize inappropriate behaviors in dating relationships.

TENTH GRADE

The student will:

1. be aware that when choosing a marriage partner there are more components to consider than mere sexual attraction.
2. develop an understanding of the responsibilities of both parents from conception to rearing of a child.
3. become aware that he/she can at any time redirect his/her life from participating in sexual activity to choosing abstinence.
4. review the causes, symptoms, treatment, prevention, and transmission of sexually transmitted diseases, including AIDS.
5. consider the relationship between alcohol/substance use and premarital sex.
6. learn strategies to prevent sexual abuse, including date rape.
7. know about available resources in the community dealing with sexual abuse and with helping a family under stress.

Family Educational Rights & Privacy Act (FERPA) Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records** within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. **The right to request the amendment of the student's education records** that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Reviewing, Expunging, and Destruction :

The school principal, or his/her designee, is responsible for the collection of information; maintenance and security of data; control of dissemination of information from student records; and the destruction of nonpermanent material in the records. Records are reviewed periodically to assure accuracy, currency, and completeness. Data which is no longer educationally useful and is not required for permanent retention is destroyed. This is accomplished at grades 5, 8, and 12, and/or the last year the student is in elementary, middle, and high school. Five years after the student has left the school system, many records designated as temporary (i.e. special services files) are purged and destroyed. Parents or eligible students may submit a written request to the school to obtain these materials prior to destruction.

Teachers may maintain additional information regarding your child such as work samples, data collection, and other similar information. This information is not kept as part of the student's cumulative record and is destroyed following the end of each school year.

Psychologists or other evaluators may maintain test protocols and other notes concerning assessments for your child. Those notes and protocols are destroyed after three years.

If possible, SCPS will provide a copy of this document in other languages or will provide an interpreter to translate the document. Requests for this service should be made through the student's school principal.

Si necesita ayuda interpretando este documento, pro favor illame el Director de la escuela.

(Rev May 2004)

2006-07 Notification of Rights Under the Federal Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey that concerns one or more of the following protected areas* ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* -
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use* -
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Stafford County Public Schools (SCPS) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. SCPS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. SCPS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SCPS will make this notification to parents at the beginning of the school year if the school division has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

Annual Notice to Students/Parents Regarding Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Stafford County Public Schools(SCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, SCPS may disclose appropriately designated "directory information" without written consent, unless you have advised the Division to the contrary in accordance with Division procedures. The primary purpose of directory information is to allow the SCPS to include this type of information from your child's education records in certain school publications. Examples include:

- * A playbill, showing your student's role in a drama production;
- * The annual yearbook;
- * Honor roll or other recognition lists;
- * Graduation programs; and
- * Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want SCPS to disclose directory information from your child's education records without your prior written consent, you must notify the principal of your child's school, in writing, within 15 days of receipt of this notice. SCPS has designated the following information as directory information:

- * Student's name
- * Participation in officially recognized activities and sports
- * Address
- * Telephone listing
- * Weight and height of members of athletic teams
- * Photograph
- * Degrees, honors, and awards received
- * Date and place of birth
- * Major field of study
- * Dates of attendance
- * Grade level
- * The most recent educational agency or institution attended

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

If possible, SCPS will provide a copy of this document in other languages or will provide an interpreter to translate the document. Requests for this service should be made through the student's school principal.

Si necesita ayuda interpretando este documento, por favor llame al Director de la escuela.

~ Student dress should reflect the notion that school is a place of business where students are learning both academic and social skills. ~

R7-37

R7-37

STUDENTS

Dress

Stafford County Public Schools recognizes the rights of individuals to express themselves through their appearance. Accordingly, the Stafford County Public Schools dress code is intended to allow for such expression, as well as to curtail situations that would be inappropriate, unsafe, disturbing, or disruptive to the educational setting of the school. The administration reserves the right to define appropriate and inappropriate dress.

All students will be properly dressed while attending school and school functions, including field trips. Dress should be appropriate for the activity and should not be a disruptive influence on the educational program.

The following is a list of those clothing items that are considered unacceptable and strictly prohibited from use within the Stafford County Public Schools. The administration reserves the right to grant medical exceptions.

Students in all grades will be prohibited from wearing:

- a) Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause a disruption within the school environment.
- b) Clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment.
- c) Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause a disruption within the school environment.
- d) Clothing, accessories and/or any words, pictures, diagrams, etc., thereon which are lewd, vulgar, indecent, plainly offensive, or which cause or are likely to cause a material disruption.
- e) Head coverings of any kind in the building (except for religious or medical reasons). Bandanas may not be worn anywhere on one's person.
- f) Curlers, picks, combs, or hair rakes in the hair.
- g) Sunglasses or permanently tinted glasses.
- h) Dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.
- i) Tank tops, tube tops, mesh tops, sheer tops, sleeveless tops, halters, or bare midriff tops. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Shirts must cover shoulders, must have sleeves, and must extend past the top of the pants. Display of cleavage

is not permitted. Tops may not expose the midriff, and clothing must cover undergarments at all times. Note that at the elementary level, sleeveless tops and dresses are permitted providing they do not violate any other part of the dress code.

- j) Gloves in the building.
- k) Pajamas, loungewear, and dorm pants.
- l) Leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights, or leotards worn as outer garments.
- m) Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (not one leg rolled up), and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.
- n) Dresses, skirts, shorts, culottes, and skorts that are shorter than the extended tip of the longest finger with arms hanging naturally at the sides.
- o) Bedroom slippers, roller sneakers, or heels higher than 3 inches. Shoes must be worn at all times. Athletic shoes or closed shoes with a rubber sole should be worn for Physical Education and recess. At the elementary level, high heels, loose fitting sandals and flip flops are discouraged for safety reasons.
- p) Fringed garments in CTE areas or in Drama and Art areas which contain machinery.
- q) Items of clothing that would impair the health and safety of the student during normal school activities.

Violation of the student dress code will invoke the following consequences:

The student will be required to change into a suitable garment or cover the piece of clothing that violates the dress code before returning to class.

If the procedure outlined above is not possible, the student will be requested to contact his/her parent or guardian in order to obtain suitable clothing before returning to class.

Violations will be documented and reported to parents.

In addition to the above, repeated offenses of the Dress Code regulations will result in disciplinary action ranging from a minimum of a warning to a maximum of short-term suspension of 10 days or less.

Editor's Note

See also school board policy #7-37
and division regulation #R7-32 Code of Student Conduct

Approved by Division Superintendent:	March 10, 1992
Revised by Division Superintendent:	March 22, 2005

STUDENTS

Student Attendance

Consistent with its philosophy and objectives, as well as state law, the board requires prompt and regular attendance of students in all classes. The Superintendent, through the school principals and the attendance officers, shall maintain an adequate and comprehensive system of attendance records for each student.

Attendance at school is the responsibility of parents and students. To assist parents in meeting their responsibility, the schools will make a reasonable effort to notify parents of student absences.

It is recognized that absence from school may be necessary in certain circumstances. However, every effort should be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum, as regular school attendance is related to student success in school.

The board classifies absences in one of two categories: excused absence or unexcused absence.

Excused Absences

Absences which may be excused include:

- illness or injury of the student
- illness in the family household necessitating the presence of the student
- death in the family
- family emergency of an unforeseen nature
- medical appointment
- religious holiday
- subpoenaed court appearance
- principal approved absence

So as to receive consideration for an excused absence, a note of explanation must be provided to the school by the parent/guardian upon return of the student to school.

Unexcused Absences

Absences will be unexcused for the following causes:

- truancy, which shall include: absence of the student from school without the knowledge and permission of his/her parents or guardians or school authorities; absences of the student which are excessive and/or which interfere with the student's educational program; absence of the student for any reason other than one approved by the principal
- skipping, cutting or leaving class without permission after reporting to school

- suspension from school
- organized skip day
- absences not accompanied by a note from the parent/guardian upon the student returning to school
- all absences not covered under excused absences

The Superintendent shall develop regulations and procedures to implement this policy and may establish reasonable disciplinary measures concerning absenteeism, truancy, and tardiness and such other matters as the Superintendent deems appropriate.

Legal Reference: Through June 30, 2005

Code of Va., .22.1-253.13:7. Standard 7. School Board policies. --“. . . B. Each local school board shall ensure that policies developed giving consideration to the views of teachers, parents, and other concerned citizens and addressing the following:

. . .

3. The standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights;

. . .” (2004)

Code of Va., .22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article. —A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent or provide for home instruction of such child as described in .22.1-254.1.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational prekindergarten program, including a Head Start program, or in a private, denominational or parochial educational prekindergarten program.

Instruction in the home of a child or children by the parent, guardian or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a

special program of prevention, intervention, or remediation as provided in subsection C of .22.1-253.13:1 and in .22.1-254.01. However, the requirements of this section shall (a) be satisfied for those persons 16 through 18 years of age who are housed in adult correctional facilities when such persons are actively pursuing a general educational development (GED) certificate but are not enrolled in an individual student alternative education plan pursuant to subsection D and (b) not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, “bona fide religious training or belief” does not include essentially political, sociological or philosophical views or a merely personal moral code; and
2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil’s health, as verified by competent medical evidence, or by reason of such pupil’s reasonable apprehension for personal safety when such concern or apprehension in that pupil’s specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; and
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

D. Local school boards may allow the requirements of subsection A of this section to be met under the following conditions:

For a student who is at least sixteen years of age, there shall be a meeting of the student, the student’s parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

- a. Career guidance counseling.
- b. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such GED preparatory program or approved alternative education program to such principal or his designee;
- c. Counseling on the economic impact of failing to complete high school; and

- d. Procedures for reenrollment to comply with the requirements of subsection A of this section.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be deemed to be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

E. A school board may, in accordance with the procedures set forth in Article 3 (§ 22.1-276.01 et seq.) of Chapter 14 of this title and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) suspended pursuant to § 22.1-277.05; or (iv) expelled from school attendance pursuant to § 22.1-277.06 or § 22.1-277.07 or subsection B of § 22.1-277, require the child to attend an alternative education program as provided in § 22.1-209.1:2 or §22.1-277.2:1.

F. Whenever a court orders any pupil into an alternative education program offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime which resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (. 18.2-77 et. Seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education program, including but not limited to night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in . 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

G. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

- H. The provisions of this article shall not apply to:

1. Children suffering from contagious or infectious diseases while suffering from such diseases;
2. Children whose immunizations against communicable diseases have not been completed as provided in . 22.1-271.2;
3. Children under ten years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of ten and seventeen, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and C of this section.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education. (2004)

Code of Va., . 22.1-258. Appointment of attendance officers; notification when pupil fails to report to school. Every school board shall have power to appoint one or more attendance officers, who shall be charged with the enforcement of the provisions of this article. Where no attendance officer is appointed by the school board, the division superintendent shall act as attendance officer.

Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil's absence shall be made by the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. Any such volunteers shall not be liable for any civil damages for any acts or omissions resulting from making such reasonable efforts to notify parents and obtain such explanation when such acts or omissions are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law. School divisions are encouraged to use noninstructional personnel for this notice.

Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal or his designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance

officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the school principal or his designee shall notify the attendance officer or the division superintendent, as the case may be, who shall enforce the provisions of this article by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in . 16.1-228 or (ii) instituting proceedings against the parent pursuant to . 18.2-371 or . 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to . 20.124-2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Nothing in this section shall be construed to limit in any way the authority of any attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law as set forth in this article.

Attendance officers, other school personnel or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by this section. (1999)

Adopted by the School Board: August 27, 1996

R7-15

R7-15

STUDENTS

Student Attendance

A. Notification of Parent

Reasonable effort consistent with Virginia law is to be made to notify the parent or guardian of a pupil when the pupil is absent from school and no indication has been received by school personnel that the pupil's parent/guardian is aware of the pupil's absence.

Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal or his designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance

officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the school principal or his designee shall notify the attendance officer who shall enforce the provisions of this article by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in . 16.1-228 or (ii) instituting proceedings against the parent pursuant to . 18.2-371 or . 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to . 20.124-2, and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

In the case of children who are not exempt under Virginia law from school attendance, yet are not enrolled in any school, the attendance officer shall investigate all cases of nonenrollment and, when no valid reason is found therefore, shall notify by letter the parent, guardian or other person having control of the child to require the attendance of such child at the school within three (3) days from the date of the notice. A list of persons so notified shall be sent by the attendance officer to the appropriate school principal.

B. Record Keeping

A log of the telephone calls made for the purpose of providing notification is to be made and maintained on a daily basis.

The log is to include: student name; telephone number(s) called; date and time of calls; name of the designated person calling; and, if appropriate, the name and relationship of the person contacted.

The principal, or designee, is to review the log on a daily basis, and after review to sign and date the log. The principal, or designee, shall maintain a chronological file of attendance contacts.

Legal Reference: (Through July 1, 2005)

Code of Va., . 22.1-261. Attendance officer to make list of children not enrolled; duties of attendance officer. The attendance officer or the division superintendent shall check the reports submitted pursuant to subsection A of . 22.1-260 with the last school census and with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the attendance officer or the division superintendent shall, within five days after receiving all reports submitted pursuant to subsection A of . 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school

attendance. It shall be the duty of the attendance officer, on behalf of the local school board, to investigate all cases of nonenrollment and, when no valid reason is found therefore, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice. (1999)

Code of Va., . 22.1-262. Complaint to court when parent fails to comply with law. A list of persons notified pursuant to . 22.1-261 shall be sent by the attendance officer to the appropriate school principal. If the parent (i) fails to comply with the provisions of . 22.1-261 within the time specified in the notice; or (ii) fails to comply with the provisions of . 22.1-254; or (iii) refuses to participate in the development of the plan to resolve the student's nonattendance or in the conference provided for in . 22.1-258, it shall be the duty of the attendance officer, with the knowledge and approval of the division superintendent, to make complaint against the pupil's parent in the name of the Commonwealth before the juvenile and domestic relations district court. If proceedings are instituted against the parent for failure to comply with the provisions of . 22.1-258, the attendance officer is to provide documentation to the court regarding the school division's compliance with . 22.1-258. In addition thereto, such child may be proceeded against as a child in need of services or a child in need of supervision as provided in Chapter 11 (. 16.1-226 et seq.) of Title 16.1. (1999)

Editor's Note

See also board policy 7-15.

Approved by the Superintendent: August 8, 1985

Revised by the Superintendent: May 25, 1999

7-31

7-31

STUDENTS

Teacher Removal of Students From Class

Teachers shall have initial, but not exclusive, authority to remove a student from class for disruptive behavior that interrupts or obstructs the learning environment in violation of board policies and regulations governing student conduct.

A. Criteria for Removal.

Students may be removed from class by a teacher upon the following conditions:

1. The teacher reasonably believes that the student's behavior in class is disruptive and interrupts or obstructs the learning environment, and that the student's behavior is in violation of the student code of conduct as set forth in Regulation 7-32;
2. The teacher reasonably believes that the disruptive behavior of the student is such that removal of the student from class is necessary to restore a learning environment which is free from interruptions or obstructions;
3. The teacher and/or administration have attempted interventions, the teacher having attempted not less than two interventions, calculated to curtail the student's disruptive behavior and those interventions have failed;

4. The teacher has filed with the principal, or his/her designee, not less than two previous "Disciplinary Referrals" describing the student's disruptive behavior;
5. Written notice has been forwarded by school personnel to the student's parent/guardian within 24 hours of each incident occurring in which the student's disruptive behavior has given rise to a Disciplinary Referral being filed. The notice shall have informed the parent/guardian of the opportunity to meet with the teacher and school principal, or his/her designee, concerning the student's behavior. The notice shall also have set forth potential consequences, including removal from class, should the disruptive behavior continue, as well as include copies of each disciplinary referral concerning the student and a description of the interventions employed by the teacher and/or administration;

The teacher and administrator have met with the parent/guardian concerning the student's misbehavior when such a meeting has been requested by the parent/guardian; and upon the teacher's removal of a student from class, the teacher shall direct the student to the principal, or his/her designee, accompanied by appropriate escort, and shall forward to the office a "Student Removal Form" which shall be supported by copies of all notice and documentation provided to the parents/guardians concerning present and past incidents. The teacher shall provide written notice to the student's parent/guardian of the removal from class of the student and shall include along with a copy of the "Student Removal Form", the documentation set forth in provision 5 above.

Notwithstanding the above, teachers may continue to direct to the Principal for disciplinary action any student believed by the teacher to have violated the Student Code of Conduct.

B. Guidelines for Alternative Assignment and Instruction of Removed Students.

The principal or his/her designee shall determine the appropriate placement of the student. The principal may exercise several options regarding the placement of a removed student including, but not limited to:

1. Assigning the student to a school based intervention program. (If the principal chooses this option, the teacher shall provide an appropriate educational plan for the instruction of the student and shall also evaluate all work and assignments undertaken by the student.);
2. Assigning the student to a school based alternative program including, but not limited to, one conducted by counseling personnel, such as peer mediation;
3. Assigning the student to another class and/or teacher (which may necessitate making other schedule changes);
4. Assigning the student to the principal's office or study hall, if available. (If the principal chooses this option, the teacher shall provide an appropriate educational plan for the instruction of the student and shall also evaluate all work and assignments undertaken by the student.);
5. Suspending the student out of school for 10 days or less and if appropriate, recommending to the superintendent, or his designee, the long-term suspension or expulsion of the student. If the principal determines that this option is appropriate,

alternative instruction and assignment, if any, shall be provided according to board policy and in the case of students with disabilities, in accordance with applicable federal and state law.

6. Returning the student to class (see procedures below).

C. Procedure for the Student's Return to Class.

The principal, or his/her designee, shall determine, after written or oral communication with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of any decision to return the student to class and when it is to occur.

D. Procedure for Resolution of Disagreements between Principal and Teachers regarding return of student to class.

The teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.

1. The teacher, after meeting with the principal, may appeal the principal's decision to the superintendent or designee within one school day. The appeal shall be in writing. All the disciplinary referrals and removal form(s) must accompany the appeal. After discussion with the principal and teacher or receiving their written comments, the decision of the superintendent or designee shall be final. The decision shall be made within two school days of the teacher's appeal. During the appeal process, the student shall not be returned to class, unless it would offend the due process or substantive legal rights of the student, and the principal will determine an appropriate placement for the student.

Should a decision be made to return the student to class, the teacher and principal shall develop a plan to address future disruptive behavior, should it occur.

E. Appeal Right of Student, Parent and Guardian

The parent or guardian of a student who shall have been removed by a teacher from class, and those students who are emancipated or who are eighteen years of age or older, may appeal that removal to the Superintendent, or his designee. Such appeal must be in writing and must be made within three calendar days of the first day of removal from class. Pending such appeal the student shall continue his placement in the teacher's class. The decision of the Superintendent/designee shall be final.

F. Other Provisions

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with board policies.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as board policy regarding students with disabilities.

Documented teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to board policies and regulations and may be taken into account in decisions of the principal respecting return of the student to class.

This policy does not limit or restrict other policies, regulations or laws for maintaining order in the classroom, nor does it limit or restrict the authority of school division employees, including the principal, to apply such policies, regulations and laws.

Adopted by School Board: June 16, 1998

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STUDENTS

Code of Student Conduct

Stafford County Public Schools have a tradition of respect for the rights of others. Rules governing discipline and conduct should be written so that parents, students, teachers, and administrators know what is required. By working together under clearly stated and consistently enforced regulations, firm and fair discipline practices will be administered.

A. Definition

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and the rights of others.

Ideal discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline.

Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.

When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

In Stafford County Public schools, as in the community at-large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood. The rules and procedures are basically the same from kindergarten through grade 12. Parents, teachers, and others responsible for the welfare and education of these students must cooperate to interpret and enforce these rules.

B. School Jurisdiction

The authority of the school over the conduct of students extends to the following:

1. At all times when the student is on school grounds whether it be before, during, or after school hours;
2. At all times when the student is on the grounds of any Stafford County Public School or other school board property, whether it be before, during, or after school hours or hours of facility operation and whether or not the school or facility is presently used or occupied;
3. At all times when the student is at the site of any school-related activity, function, or event, including those which occur off school grounds, whether or not the student is a spectator or participant;

4. At all times when the student is at a school bus stop;
5. At all times when the student is being transported on a school bus;
6. At all times when the student is participating in a school sponsored field trip or is otherwise being transported by any means of conveyance as part of a school group to a school related activity;
7. At such times as the student commits an act off school grounds which if committed on school grounds would be in violation of the Student Code of Conduct, the act has a nexus to the school, and, the act disrupts or is likely to disrupt the school environment; and,
8. In such circumstances as jurisdiction is extended to the school by federal, state, or local law, ordinance, or regulation.

C. Student Government

Student government represents an integral part of the total governing body of our public schools. Students have an inherent right and responsibility to offer suggestions in the preparation of school policies and regulations relevant to their curricular activities, extracurricular activities, and school environment.

The principal will maintain open channels of communication through which students may express their individual or group concerns, suggestions, and grievances which will be formally and informally deliberated upon.

We sincerely believe that continued recognition of students' rights and responsibilities will develop in our youth a student philosophy that will nurture internal strengths, will deter the influence and spread of degrading attitudes, and will perpetuate the American ideal of a responsible, democratic system of government.

D. Procedures

A violation of school rules may result in (a) a conference with the student, (b) notification of parents, and (c) appropriate disciplinary action that could include suspension or expulsion.

In compliance with the federal Improving America's Schools Act of 1994 (Part F--"Gun-Free Schools Act of 1994") and .22.1-277.01 of the Code of Virginia, the Stafford County School Board shall expel from school attendance for a period of not less than one year any student whom the board has determined in accordance with the procedures set forth in .22.1-277 of the Code of Virginia to have brought a firearm onto school property or to a school-sponsored activity as prohibited by .18.2-308.1 of the Code of Virginia, or to have brought a firearm as defined in subsection D of .22.1-277.01 of the Code of Virginia on school property or to a school-sponsored activity. The Stafford County School Board may, however, determine, based on the facts of the particular case, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The Stafford County School Board authorizes the division Superintendent or his designee in accordance with the procedures set forth in .22.1-277 of the Virginia Code to conduct a preliminary review and hearing of such cases to determine, based on the facts of the particular case whether special circumstances exist and whether any disciplinary action or another disciplinary action or another term of expulsion is appropriate and to impose such disciplinary measure.

In compliance with .22.1-277.01:1 of the Code of Virginia the Stafford County School Board shall expel from school attendance any student whom the board has determined, in accordance with the procedures set forth in .22.1-277 of the Code of Virginia to have brought a controlled substance, imitation controlled substance, or marijuana as defined in .18.2-247 of the Code of Virginia onto school property or to a school sponsored activity. The Stafford County School Board may, however, determine, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate. The Stafford County School Board authorizes the division Superintendent or his designee, in accordance with the procedures set forth in .22.1-277 of the Code of Virginia to conduct a preliminary review and hearing of such cases to determine, based on the facts of the particular case whether special circumstances exist and whether another disciplinary action is appropriate and to impose such disciplinary measure.

In addition to the rules and regulations of the Stafford County Public Schools outlined here, all persons are expected to obey the laws of Virginia and of the United States. On school property, violation of public law in the following categories will result in action by school authorities regardless of whether or not criminal charges are pressed: arson; assault; burglary; bomb threats; extortion or blackmail; larceny; vandalism; robbery; sale, possession, use, or distribution (by sale, gift or otherwise) or attempted distribution of illegal drugs, alcohol, inhalant intoxicants or lookalikes (placebos); trespassing; unlawful interference with or harassment of school authorities.

Student misconduct will be handled as quickly and efficiently as circumstances allow and within required timelines. Teachers and staff will monitor student conduct during all school activities. Misconduct that requires an office referral should be documented for parent notification, and when necessary, for notification of law enforcement.

An annual evaluation of the School Board policy will be conducted to ensure that it addresses the current needs of the school community and to provide equitable input from those individuals currently impacted by the School Board policy.

E. Parent Responsibilities

1. Send your child to school as required by Virginia School Law (Code of Va., .22.1-254); exceptions Code of Va., .22.1-254.1, 22.1-256, .22.1-257.
2. Make certain your child's attendance at school is regular and punctual and all absences are properly excused.
3. Insist that your child is clean, dressed in compliance with school rules of sanitation and safety, and in a fashion that will not disrupt classroom procedures.
4. Be sure your child is free of communicable disease and is in as good health as possible.
5. Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her actions.
6. Teach your child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
7. Know and understand the rules of your child is expected to observe at school; be aware of the consequences for violations of these rules and accept legal responsibility for your child's actions.

8. Instill in your child a desire to learn; encourage a respect for honest work and an interest in exploring broader fields of knowledge.
9. Become acquainted with your child's school, its staff, curriculum, and activities. Attend parent-teacher conferences and school functions.
10. Accept the right of the school board to require respectable behavior of all students and non-students at all activities involving the schools.
11. Support school officials in maintaining a safe and orderly school environment, free of disruptions which interfere with teaching and learning.

F. Student Responsibilities

1. Take advantage of the program of studies offered by the school.
2. Support and participate in school activities.
3. Attend school regularly and punctually and be in class on time ready for instruction to begin.
4. Assist the principal and his staff in the operation of a safe place for all students to learn and to develop socially.
5. Remain on the school campus during the school day. Permission to leave must be requested by a parent or guardian and must be approved by the principal or his designated representative.
6. Be self-controlled and non-disruptive in classrooms, hallways, study areas, school buses, on school property, and at school activities.
7. Refer to a counselor, or administrator, any student whose behavior requires special attention.
8. Inform parents regarding student achievement and behavior; and consult with parents whenever necessary.
9. Project the education profession in a positive manner worthy of emulation.

G. Teacher and Staff Responsibilities

1. Reflect a personal enthusiasm for teaching and learning and a genuine concern for the individual student.
2. Guide learning activities so students learn to think and reason, assume responsibility for their actions, and respect the rights of others.
3. Participate in the establishment of school rules and regulations regarding student behavior; explain these rules to students and require observance of them.
4. Be fair, firm, and consistent in enforcing school rules in classrooms, hallways, restrooms, school buses, on the school campus, and at all school-sponsored activities.
5. Give positive reinforcement for acceptable behavior.
6. Demonstrate, by word and personal example, respect for law and order, and self-discipline.
7. Refer to a counselor, or administrator, any student whose behavior requires special attention.
8. Inform parents regarding student achievement and behavior, and consult with parents whenever necessary.
9. Project the education profession in a positive manner worthy of emulation.

H. The Principal's Responsibilities

1. Create the best teaching-learning situation possible exercising all authority assigned by the superintendent and school board.
2. Organize school schedules and teaching assignments and require effective classroom management and instruction.
3. Take leadership in establishing reasonable rules and regulations for the well-ordered operation of the school.
4. Make these rules and regulations known to and understood by students, parents, and all school staff.
5. Receive teacher or counselor referrals of students with behavior problems, confer with these students, communicate with parents, and set up cooperative procedures for correcting student behavior.
6. Be fair, firm, and consistent in all decisions affecting students, parents, and staff.
7. Demonstrate, by word and personal example, respect for law and order, self-discipline, and genuine concern for all persons coming under your authority.
8. Become acquainted with your students by visiting classrooms and attending school activities.
9. Maintain open lines of communications between school and home.
10. Offer a complement of student activities, which provides interest activities for all students.

I. School Board, Superintendent, District Administrator's Responsibilities

1. Maintain a well-trained staff at all levels.
2. Inform the community what is expected of students and what happens if rules are violated.
3. Give full support to the staff charged with the responsibility for managing the schools.
4. Develop programs which provide for students with special needs.
5. Be fair and consistent in making the final decisions regarding those students whose behavior problems have been appealed from individual schools to the superintendent and school board, in accordance with division policy and Virginia law.
6. Become acquainted with the schools, staff, and students by visiting buildings, regularly and by attending school activities.

Editor's Note

For suspensions and expulsions see school board policy #7-19 and its implementing regulation #R7-19.

Adopted by School Board: March 24, 1987

Amended by School Board: May 28, 2002

STUDENTS**Code of Student Conduct****A. Purpose**

To establish standards of student conduct and enforcement procedures designed to provide that education in the schools be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

B. Rights and Responsibilities of Students

The chief purpose of the schools is to help students achieve maximum development of individual knowledge, skills, and competence and to help students develop behavior patterns which will enable them to be responsible, contributing members of society. Acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. Positive behavior is based on respect for one's self and for the worth and dignity of others. Development of such positive behavior in students is a dual function of the home and of the school.

Every student has certain rights which must be respected; however, rights are not absolute. Concomitant with every right is a corresponding responsibility. General rules of conduct for students are established to ensure the rights and welfare of all students and are designed to prevent the disruptive few from interfering with the education of all.

1. The rights of all students and the right to an education are and shall be recognized without regard to race, religion, gender, sexual orientation, creed, ability to pay, national origin, disabling condition, or intellectual ability. Students have a right to a public education beginning with kindergarten and extending through grade twelve. Student responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations and the responsibility not to interfere with the education of fellow students or the orderly operation of the school.

2. Students have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning. Students have a responsibility to help the school staff in operating a safe school by abiding at all times by the federal, state and county laws and the policies and regulations of the school board and the school. Students have the right to self-defense as set forth in that model student conduct policy developed by the Virginia Board of Education, and, until such policy is developed, the right to self defense consistent with Virginia case law.

3. Students have the right to expect courtesy, fairness, respect, and to be free of sexual harassment from members of the school staff and other students. Students have the responsibility to respect the rights and authority of teachers, students, administrators, and all others involved in the educational process.

4. Students have a right to expect that other students and school personnel will respect their personal property. Students have the responsibility to respect personal property rights of other students, teachers, and administrators as well as the public's property, including school equipment and buildings.

5. Students have a right to participate in required school activities. Students have a responsibility to comply with all rules and regulations for student behavior at all school functions.

6. Students have the right to freedom of expression, to address policies publicly, privately, in writing or orally. Students may advocate change in any law, policy, or regulation. Students have a responsibility to see that expressions do not interfere with the educational program. Students have a responsibility not to use obscene, slanderous, or libelous statements; not to use disruptive tactics; nor to advocate violation of the law or school regulations.

7. Students have the right to complain to school staff regarding decisions made by staff members considered not in the student's best interests. Students have the responsibility to follow the appeal procedures outlined in the Code of Student Conduct.

C. Code of Student Conduct

In accordance with state legal requirements, general rules of student conduct, responsibilities and rights have been developed and published in a handbook, Code of Student Conduct. The handbook is reproduced annually and made available to students, parents, and staff.

D. Rules of Conduct

Acts for which students shall be disciplined, and the range of disciplinary actions which shall be imposed, (including suspension or expulsion) include, but are not limited to, the following:

1. **Absenteeism (including cutting of class), unexcused or excessive;** *Minimum of warning, including parent notification, to maximum of short-term suspension of 10 days or less. Additionally, a truancy matter shall be referred to attendance officer for investigation.*
2. **Accusing another student falsely and intentionally; including falsely accusing another student of a violation of code of conduct;** *Minimum of warning to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*
3. **Alcoholic beverages and imitation alcoholic beverages including nonalcoholic beer, possession, delivery, sale, distribution, manufacture, use, or being under the influence of alcohol, whether or not consumed on school grounds; and/or operating a motor vehicle on school property while in possession of or under the influence of alcohol;** *Minimum of long-term suspension for the remainder of the current school year, with the requirement that at least 45 days be served with the balance of any days to be served carrying over to the succeeding school year to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*
4. **Arson or attempted arson;** *Minimum of short-term suspension of 10 days, but not less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent, the Fire Marshall and Sheriff, with the potential for criminal charges being filed.*
5. **Assault and battery or attempted assault;** *Minimum of short-term suspension of 10 days, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*
6. **Bomb threat, or threat of other catastrophic event, by whatever means made, regardless of intent to carry out the threat;** *Minimum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year to a maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*
7. **Bus, disruptive misbehavior on; defiance of bus driver; and/or failure to comply with rules pertaining to conduct on the bus and at the bus stop;** *Minimum of warning to maximum of long-term suspension of 11-180 days from bus and/or school with the balance of any days to be served carrying over to the succeeding school year.*
8. **Bus passes, misuse of;** *Minimum of warning to maximum of long-term suspension of 11-180 days from bus and/or school with the balance of any days to be served carrying over to the succeeding school year.*

9. Cheating and/or plagiarism; theft of examinations; *Minimum of receiving no credit for the work and notifying the parent to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

10. Computer violations including trespass, fraud, invasion of privacy, and theft of services; unauthorized use of school computer and/or computer network; removal of computer data, programs, software; alteration/destruction/erasure of computer data, programs, software; intentionally causing a computer and/or computer network to malfunction; use or duplication of software in violation of law or licensing requirements; unauthorized access to any portion of computer network, restricted programs and/or computer drives; unauthorized use of assigned computer passwords to gain access to computer and/or network; any unauthorized use of school computer code(s); failure to abide by acceptable use agreement; *Minimum of short-term suspension of 10 days, or less, with the balance of any days to be served carrying over to the succeeding school year, and/or loss of computer and Internet privileges to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and shall also be reported to the Sheriff if the potential exists for criminal charges to be filed.*

11. Animals, birds, reptiles, snakes, insects, etc., possession of, except with permission of principal; *Minimum of warning, including parent notification, to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

12. Dangerous articles, firearms, pneumatic guns, knives, metal pipes, sharpened implements, clubs, tire irons, laser pens/laser pointers, cigarette lighters, combustibles, paintball pellets, darts, razors, bullets, devices which emit a shock, etc., possession, display, and/or use of; and/or possession of jewelry or chains which present a danger to self or others; prohibition of those items set forth herein is subject to those exceptions set forth in the Code of Virginia; *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and shall also be reported to the Sheriff, with the potential for criminal charges being filed, if the possession or use is of an item prohibited by Virginia Code. Use or possession of a weapon as defined by the Virginia Code Sections 22.1-277.07, 22.1-277.07:1, 18.2-308, and 18.2-308.1, subject to those exceptions set forth in the law, shall require a hearing before the Superintendent, or his designee, and may require a hearing before the Stafford County School Board, which shall consider the matter for expulsion of not less than one calendar year unless the board, or the Superintendent or his designee, shall determine that based on the facts of a particular situation that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate.*

13. Defacing, vandalizing and/or destruction of school property or property of another (includes writing on walls, etc.); *Minimum of detention with the balance of any days to be served as the result of suspension carrying over to the succeeding school year to maximum of expulsion. Additionally, the matter may be reported to the Superintendent and/or Sheriff. Restitution for repairs may be sought.*

14. Detention, failure to report to; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-20 days.*

15. Detention, refusal of; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

16. Dice shooting (whether or not gambling); *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

17. Disobedience of administrator, teacher, other staff member, chaperone or law enforcement official; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

- 18. Disrespectful behavior toward administrator, teacher, other staff member, chaperone, law enforcement official, or other persons including students;** *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*
- 19. Disruption of school, including disruption of class, testing, study, activity and/or instruction;** *Minimum of warning with the balance of any days to be served as a result of suspension carrying over to the succeeding school year to maximum of expulsion.*
- 20. Dress code, violation of;** *Minimum of being required to change attire or being sent home to maximum of short-term suspension of 10 days or less.*
- 21. Electronic devices, including CD players, hand-held electronic games, cassette players, headphones, boom boxes, video cameras, etc. possession and/or use of;** *Minimum of warning, including parent notification, to maximum of short-term suspension of 10 days or less.*
- 22. Extortion or attempted extortion, and/or intimidation;** *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year to maximum of expulsion.*
- 23. Failure to pick up trash or return tray in cafeteria; littering of school property;** *Minimum of warning to maximum of short-term suspension of 3 days or less.*
- 24. Failure to report to office as directed;** *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*
- 25. Fighting, pushing, shoving, other inappropriate physical contact, and/or physical confrontation; instigating or promoting that conduct set forth herein; and/or verbal confrontation which is likely or intended to cause a physical confrontation;** *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and may be reported to the Sheriff.*
- 26. Fire alarm and/or fire extinguisher activation without just cause; false alarm including calling 9-1-1, school officials, law enforcement, fire department, or any person, to falsely indicate an emergency of any nature;** *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent, Fire Marshall and Sheriff with the potential for criminal charges being filed.*
- 27. Fireworks or other explosives including gunpowder, black powder, chemicals and materials which may be combined to manufacture such item, combustibles, possession, distribution, manufacture, use or lighting of;** *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent, Fire Marshall and Sheriff with the potential for charges being filed. Use or possession of an explosive or destructive device as defined in Va. Code, Sections 22.1-277.07, 22.1-277.07:1, 18.2-308, and 18.2-308.1, shall require a hearing before the Superintendent, or his designee, and may require a hearing before the Stafford County School Board, which shall consider the matter for expulsion of not less than one calendar year unless the board, or the Superintendent or his designee, shall determine that based on the facts of a particular situation that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate.*
- 28. Forgery of notes or passes, report cards, currency, etc., including passing, presentation, and uttering of such items;** *Minimum of short-term suspension of 10 days or less to maximum of long-term*

suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.

29. Gambling, and/or promotion of gambling; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

30. Gang activity, including but not limited to wearing or other display of gang colors, emblems, symbols, etc., including tattoos on hand or body; solicitation, initiation and/or hazing of any person; meeting and/or conspiring for purpose of planning or carrying out any illegal activity; intimidation, threat and/or extortion of any person; carrying out at the direction of a gang or gang member, or in association with another gang member, any activity in violation of law or of the Student Code of Conduct; defacing of school or personal property with gang graffiti and/or colors; *Minimum of warning with the balance of any days to be served as the result of suspension carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*

31. Harassment, and/or hazing, by any means whatsoever, including via electronic media; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year. VA Code §18.2-56 provides that it is unlawful to haze so as to cause bodily injury to any student at any school, and further provides in the case of conviction of such offense as a Class 1 misdemeanor that a penalty be imposed of confinement in jail for not more than 12 months and a fine of not more than \$2500.00, either or both.*

32. Horseplay, including rowdy, rough, or disorderly conduct and, running in the halls; and/or driving on school property in an unsafe manner; *Minimum of warning to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

33. Leaving class or other area without administrator's, teacher's or other staff member's permission; *Minimum of detention to maximum of short-term suspension of 10 days or less.*

34. Leaving school grounds without proper authorization; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

35. Loitering on school property, including halls, restrooms, and parking lots; *Minimum of warning to maximum of short-term suspension of 10 days or less.*

36. Loitering in or about vehicles in school parking lots or on streets; *Minimum of warning to maximum of short-term suspension of 10 days or less.*

37. Lying/falsehood; *Minimum of warning to maximum of short-term suspension of 10 days or less.*

38. Mace, pepper spray, or like substance, possession and/or use of; *Minimum of short-term suspension of 10 days to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

39. Misuse of school property or property of others; *Minimum of detention to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding year. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*

40. Molesting others; *Minimum of short-term suspension of 10 days or less to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and to the Sheriff with the potential for criminal charges being filed.*

41. Obscene language or gestures, including "mooning" and/or other indecent exposure, use of; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days*

with the balance of any days to be served carrying over to the succeeding school year. Additionally, the matter shall be reported to the Superintendent and may be reported to the Sheriff with the potential for criminal charges being filed.

42. Obscene writing, pictures, or articles, pornographic materials; including creating, displaying, possessing, and/or distribution of such items; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

43. Pager, cellular phone, PDA, or like device, use or display of in the school building or on school grounds during the school day or any use or display at any time while on a school bus; “use” shall be defined as the device being turned on or otherwise activated whether or not sending or receiving a call, message, or other communication, or using any feature of the device including but not limited to games, camera, instant text messaging, etc.; “display” shall be defined as possession in such manner that any portion of said device is visible to others; “school day” shall for purposes of this rule include extended instructional time as determined by the principal; *Minimum of short-term suspension of 10 days or less to a maximum of expulsion.*

44. Participating in and/or instigating a riot; *Minimum of short-term suspension of 10 days but not less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and the Sheriff with the potential for criminal charges being filed.*

45. Possessing, consuming, using, distributing, intending to sell, selling, manufacturing, giving, attempting to sell, or being under the influence of a controlled substance other than an alcoholic beverage whether or not the substance shall have been consumed on school grounds, including anabolic steroids, an imitation controlled substance and other lookalikes (placebos), marijuana, illegal drugs, intoxicants other than an alcoholic beverage, inhalant intoxicants; possessing, distributing, intending to sell, selling, or attempting to sell drug paraphernalia on school property, including the parking lot, on the bus, at the bus stop, or while engaged in or attending any school activity or in any manner so as to endanger the well-being of students or staff or any other type of substance abuse; consuming a controlled substance within four hours prior to coming on to school grounds whether or not under the influence of that substance; soliciting the possession, sale, or distribution, of a controlled substance, lookalike, drug paraphernalia, or other prohibited item set forth herein; and/or operating a motor vehicle on school property while in possession of or under the influence of a controlled substance; *Minimum of long-term suspension for the remainder of the current school year, with the requirement that at least 45 days be served with the balance of any days to be served carrying over to the succeeding school year to maximum of expulsion. A hearing before the Superintendent, or his designee, shall be required. Additionally, the matter shall be reported to the Sheriff with the potential for criminal charges being filed. A hearing before the Stafford County School Board for consideration of expulsion shall be required as to any student determined by the Superintendent, or his designee, to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school sponsored activity unless the Superintendent or his designee shall have determined that special circumstances exist and a disciplinary action other than expulsion is appropriate. In compliance with Va. Code Section 22.1-277.08 the Stafford County School Board shall expel from school attendance any student whom the board determines has brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity, unless the board or the Superintendent or his designee, shall determine, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate.*

46. Possession, consumption, use, distribution, attempted distribution of prescription medications, over-the-counter, non-prescription medications, supplements, and/or look-alikes; and/or soliciting the possession, sale, or distribution of any item set forth herein; *Minimum of*

warning, including parent notification with the balance of any days to be served as the result of suspension carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and may be reported to the Sheriff with the potential for criminal charges being filed.

47. Profane or abusive language, use of; *Minimum of detention, with the balance of any days to be served as the result of suspension carrying over to the succeeding school year to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and may be reported to the Sheriff with the potential for criminal charges being filed.*

48. Publication and/or distribution of unauthorized materials including newspapers, letters, flyers and posters, e-mail, or other medium; *Minimum of warning to maximum of short-term suspension of 10 days or less.*

49. Refusal to follow directions of administrator, teacher other staff member, chaperone, or law enforcement official; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension for the remainder of the current school year.*

50. Refusal to identify oneself properly; *Minimum of warning to maximum of long-term suspension for the remainder of the current school year.*

51. Removal of food from cafeteria; *Minimum of warning to maximum of short-term suspension of 10 days or less.*

52. Rude behavior to others; *Minimum of warning to maximum of short-term suspension of 10 days or less.*

53. School campus traffic offenses, including, but not limited to, unsafe operation of a vehicle; and/or failure to obey those rules necessary to obtain a school parking sticker; *Minimum of warning to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year.*

54. Sexual harassment, including, but not limited to making unwanted sexual advances, engaging in unwanted and inappropriate physical touching, making requests for sexual favors, making sexually derogatory remarks, and/or engaging in other verbal or physical conduct which is inappropriate, unsolicited, and/or offensive; *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and shall be reported to the Sheriff with the potential for criminal charges being filed if the act is believed to be criminal.*

55. Sexual offenses, including inappropriate public display of affection, consensual sex, indecent exposure, rape, attempted rape, nonconsensual physical contact, proposition to engage in a sexual act, inappropriate physical touching whether consensual or nonconsensual; *Minimum of warning, with the balance of any days to be served as the result of suspension carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and shall be reported to the Sheriff with the potential for criminal charges being filed if the act is believed to be criminal.*

56. Smoking or using tobacco; and the possession of any tobacco product regardless of age of student; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension for the remainder of the current school year. Additionally, the matter shall be reported to the Superintendent and to the Sheriff.*

57. Sleeping in class; *Minimum of warning to maximum of short-term suspension of 10 days or less.*

58. Tardiness, unexcused or excessive; *Minimum of warning to maximum of short-term suspension of 10 days or less.*

59. Trespassing on school property, including the parking lot; including trespass by students while suspended or expelled; *Minimum of short-term suspension of 10 days or less to maximum of long-term suspension of 11-180 days with the balance of any days to be served carrying over to the succeeding school year. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*

60. Theft, attempted theft, robbery, attempted robbery, possession of and/or receiving stolen property; *Minimum of short-term suspension of 10 days or less with the balance of any days to be served as the result of suspension carrying over to the succeeding school year to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*

61. Threatening bodily harm or property damage, regardless of intent to actually harm or damage any person or property; *Minimum of short-term suspension of 10 days or less with the balance of any days to be served as the result of suspension carrying over to the succeeding school year to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*

62. Threatening actions, conduct, language and/or gestures, regardless of intent to actually harm or damage any person or property, including, but not limited to, bullying, stalking, and/or other intimidation including via electronic media; *Minimum of short-term suspension of 10 days or less to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed. Pursuant to VA Code §22.1-279.3:1, except as may be prohibited by federal law, regulation, or jurisprudence, principals shall report incidents of stalking to the parents of the minor student who is the target.*

63. Truancy from school; *Minimum of warning including parent notification, to maximum of short-term suspension of 10 days or less. Additionally, the matter shall be referred to attendance officer for investigation.*

64. Unauthorized entry into restricted areas; *Minimum of detention to maximum of long-term suspension for remainder of current school year.*

65. Use, display, or possession of any firearm, pneumatic gun, knife, other weapon, whether armed or disarmed, or lookalike, on or near school property, including the parking lot, on the bus, at the bus stop, or while engaged in or attending any school activity unless part of the curriculum, including the use or possession of explosives or destructive devices. Weapons include, but are not limited to, any gun or object designed to propel a missile of any kind including bows, any knife having a blade of three inches or longer, any dirk, bowie knife, switchblade, ballistic knife, razor, slingshot, spring stick, metal knucks, blackjack, any stun weapon or taser; any flailing instrument consisting of two or more rigid parts that can be swung freely (such as a nunchuck or fighting chain); any object with points or pointed blades; any imitation weapon or lookalike, including, but not limited to toy guns, etc.; or any object (including imitation or lookalike) used with the intent of threatening or harming an individual; prohibition of those items set forth herein is subject to those exceptions set forth in the Code of Virginia; *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and shall be reported to the Sheriff with the potential for criminal charges being filed. Use or possession of a weapon as defined by the Virginia Code, Sections 22.1-277.07, 22.1-277.07:1, 18.2-308, subject to those exceptions set forth in the law, and 18.2-308.1, shall require a hearing before the Superintendent, or his designee, and may require a hearing before the Stafford County School Board. In compliance with Va. Code Section 22.1-277.07 and the federal "Gun Free Schools Act of 1994" the Stafford County School Board shall expel from school attendance for not less than one calendar year any student whom the board determines has brought onto school property or to any school-sponsored activity, a firearm or other weapon as defined by the Va. Code, Sections 22.1-277.07, 22.1-277.07:1, 18.2-308, and 18.2-308.1, subject to those*

exceptions set forth in the law, unless the board, or the Superintendent or his designee, shall determine based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate.

66. Verbal abuse/cursing including, but not limited to, abuse or harassment based upon race, creed, gender, national origin, sexual orientation, disability, or which is intended to or likely will incite a physical confrontation; *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*

67. Violence, acts of; *Minimum of short-term suspension of 10 days or less, with the balance of any days to be served carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter shall be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*

68. Walkouts; *Minimum of short-term suspension of 10 days or less to long-term suspension for the remainder of the current school year. Additionally, the matter shall be reported to the Superintendent and Sheriff.*

69. Any violation of this handbook, including a continued disregard of the Student Code of Conduct, or the policies and regulations of the school board, or local, state or federal law; *Minimum of warning, with the balance of any days to be served as the result of suspension carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter may be reported to the Superintendent and Sheriff with the potential for criminal charges being filed; and*

70. Any other conduct considered by principal to be disruptive, disrespectful, threatening, and/or presenting an immediate danger to the welfare, health, and safety of any person; *Minimum of warning, with the balance of any days to be served as the result of suspension carrying over to the succeeding school year, to maximum of expulsion. Additionally, the matter may be reported to the Superintendent and Sheriff with the potential for criminal charges being filed.*

Principals are required to report students to the superintendent for the following offenses:

1. Any attempted or actual physical injury, including “unlawful woundings,” maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person on a school bus, at the bus stop, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, at the bus stop, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against school personnel while on a school bus, at the bus stop, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm (including those defined in Sections 22.1, 277.07, 22.1-277.07:1, 18.2-308, and 18.2-308.1 of the Virginia Code) onto school property, including the parking lot, onto the bus, or to the bus stop;
6. Arson or attempted arson;
7. Destruction or damaging of school property or property of another;
8. Extortion or attempted extortion, harassment, and intimidation;
9. Fireworks or other explosives;

10. Immorality;
11. Participating in a riot;
12. Theft;
13. Gang activity;
14. Use or possession of any object (including imitation or lookalike) used with the intent of threatening or harming an individual.

The principal and/or designee shall report to local law enforcement officials all incidents occurring on school property, including the parking lot, on the school bus, and at the bus stop involving:

1. Any attempted or actual physical injury, including “unlawful woundings,” maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person on a school bus, at the bus stop, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, at the bus stop, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against school personnel while on a school bus, on school property, at the bus stop, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm (including those defined in Sections 22.1, 277.07, 22.1-277.07:1, 18.2-308, and 18.2-308.1 of the Virginia Code) onto school property, including the parking lot, onto the bus, or to the bus stop;
6. Possession and/or use of tobacco and smokeless tobacco products by students under the age of 18;
7. Bomb threats;
8. Extortion;
9. Possession of weapons;
10. Property crimes (arson, burglary, theft, vandalism);
11. Robbery;
12. Runaways;
13. Sex offenses (indecent exposure, obscene phone calls, rape, sodomy, and child molestation);
14. Threats to do bodily harm;
15. Trespassing;
16. Use of abusive or profane language.

The principal and/or designee shall notify the parent of any student involved in the following incidents regardless of whether disciplinary action is taken against each student or the nature of the disciplinary action. Such notice shall only relate to the relevant student’s involvement and shall not include information concerning other students:

1. Any attempted or actual physical injury, including “unlawful woundings,” maimings, and homicides, other than involuntary manslaughter, committed by a student on school personnel;
2. The assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person on a school bus, at the bus stop, on school property, including the parking lot, or at a school-sponsored activity;
3. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, at the bus stop, on school property, including the parking lot, or at a school-sponsored activity;
4. Any threats against school personnel while on a school bus, at the bus stop, on school property, including the parking lot, or at a school-sponsored activity;
5. The illegal carrying of a firearm onto school property, including the parking lot, onto the school bus, or to the bus stop.

A violation of school rules may result in (a) a conference with the student, (b) notification of parents, and (c) appropriate disciplinary action that could include suspension or expulsion. In compliance with the federal Improving America’s Schools Act of 1994 (Part F-”Gun Free Schools Act of 1994”), the Stafford County School Board shall expel from school attendance for not less than one year any student whom the school board has determined, in accordance with the procedures set forth in Code of Virginia Section 22.1-277, to have brought a firearm or other weapon as defined by Code of Virginia Sections 22.1-277.07, 22.1-277.07:1, 18.2-308, and 18.2-308.1 onto school property, including the parking lot, school bus, bus stop, or to a school-sponsored activity unless the Stafford County School Board, or the Superintendent or his designee, shall determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate.

Editor’s Note

See also school board policy #7-32.

Approved by Division Superintendent: August 27, 1985

Revised by Division Superintendent: May 23, 2006

R7-32.1

R7-32.1

STUDENTS

Conduct on School Buses and at School Bus Stops

Safe and efficient transportation of the student population is facilitated by proper student behavior. When on the bus or at the bus stop students are to adhere both to the rules set forth below and to the requirements of the Code of Conduct which are stated in Regulation 7-32.

1. Students are subject to the general supervision and authority of the bus driver and are to follow all verbal directions and comply with all rules and regulations. A driver shall report

any incident of misconduct to the principal. A student may be suspended or expelled from the bus and/or from school for improper behavior. In the event that a student is suspended from the bus, the suspension shall extend to all pupil transportation services including that for activities and/or field trips. The procedures set forth in Policy 7-19 and Regulation 7-19 shall govern disciplinary actions including the appeal of any suspension.

2. Students are to ride only that bus and on that bus route to which they are assigned. Likewise, students are to load and unload only at their established stop or in an area designated by the driver. In the morning, students are to report to their bus stop and be ready to board the bus at least five minutes in advance, but not more than ten minutes in advance, of the scheduled time of arrival of the bus. Students are to be orderly while at the bus stop and are not to trespass on the property of landowners adjacent to the bus stop.

Upon written request of the parent, or legal guardian, which request is approved by the principal, a temporary change may be made in a student's established transportation routine. In such circumstance the principal shall deliver written notice to the driver concerning the change. A student shall not be permitted to board any bus, other than that to which he is assigned, without the principal's written authorization, nor shall he be permitted to disembark at any stop other than his established stop without such authorization.

3. Students are to exercise caution at all times and are to be particularly alert as to traffic conditions. When walking to the bus stop students are to use a sidewalk if available. If there is no sidewalk, students are to walk on the shoulder of the left side of the road facing oncoming traffic.

4. Students are not to board any bus unless the driver is physically present on the bus.

5. In boarding the bus, students are to wait until the bus is completely stopped and the mechanical crossing gate is fully extended. Students who must cross the road to board the bus are especially cautioned to wait until the crossing gate is fully extended and then to cross the road only if traffic is stopped and conditions are safe.

6. Upon boarding the bus, students are to promptly be seated in their assigned seats. Books, bookbags, etc. should be placed on the floor of the bus in front of the seat.

7. Bottles, animals, rollerblades, skateboards, electronic devices, headphones, large objects, including certain musical instruments, unlawful items, and any items which are not permitted in school, are not permitted on the bus.

8. Students are to remain in their seats at all times. Absolutely no roaming or moving about the bus is permitted. Only after the bus has come to a complete halt at a designated bus stop should students get up from their seats to disembark.

9. Students are not to distract the bus driver and may not speak to the driver while the bus is in motion unless essential to safety. Standing in the stairwell of the bus is not permitted, nor is any boisterous activity or vulgar speech. Absolutely no object is to be thrown in, into, or out of the bus.

10. Smoking and possession of any tobacco product by any student while on the bus or at the bus stop is prohibited.

11. Students are responsible for keeping the bus neat and clean. Consumption of any food item or beverage is prohibited. The student, parent, and legal guardian, shall be financially responsible for any and all damage done to the bus which is attributable to a student's careless or malicious acts.

12. Upon unloading from the bus, students should exercise extreme caution and be alert to traffic conditions. Students who must cross the road at the bus stop are to do so approximately 15 feet in front of the bus, in view of the driver, and only when the mechanical crossing gate is fully extended.

13. A student, or his parent, or guardian, should report to the driver any concerns or problems related to the bus. In the event the concern or problem is not addressed or resolved to the satisfaction of the student or parent it may be reported to the principal. Under no circumstance, however, may any parent, guardian, or non-student, board any bus without prior written authorization of the Director of Pupil Transportation. Boarding a bus without such authorization shall be considered trespass.

Approved by Division Superintendent: March 24, 1987

Revised by Division Superintendent: May 24, 2005

R7-32.3

R7-32.3

STUDENTS

Suspension

A student may, and in certain circumstances shall, be suspended out of school for violation of the policies and regulations of the Stafford County School Board including the student code of conduct and the rules of conduct pertaining to the bus and bus stop.

A suspended student shall be excluded from entry upon any and all board property, including each of the division schools, for the duration of the suspension period. A suspended student shall not participate in or attend any school activity of any kind including, but not limited to, academic, athletic and extracurricular activities such as band, debate, drama, field trip, graduation ceremony, dance including junior and senior prom, and athletic practice, games, contests, and/or events. Nor may a student attend nonschool related activities and events on board property during the period of suspension.

The period that a student is suspended out of school shall not terminate prior to readmission of the student to school on the day established by the principal, or other school official, for return to school.

Approved by Superintendent: July 23, 1996

STUDENTS

Student Suspensions and Expulsions

A. Suspensions of Ten Days or Less

1. For each separate offense students may be suspended from school and/or the bus for up to and including ten (10) consecutive school days by the school principal, assistant principal, or the teacher designated as acting principal. Additionally, the principal, assistant principal, and teacher acting as principal may recommend that the student be expelled or suspended for a period greater than ten (10) school days.
2. Prior to imposing the suspension, the principal, assistant principal, or teacher designated as acting principal must inform the student of the charges against him/her. If the student denies the charges, he/she must be given an explanation of the facts as known to school personnel and an opportunity to present his/her version of the facts. If he/she deems it necessary, the principal, assistant principal, or teacher designated as acting principal may conduct a further investigation into the matter.
3. Upon request the student and his/her parent(s) or guardian(s) shall be provided with a copy of the Code of Student Conduct or the applicable provision thereof.
4. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred shall be provided as soon as practicable thereafter.
5. Upon suspension from school of any student, the principal, assistant principal or teacher designated as acting principal shall state the basis of the suspension in writing to the superintendent and to the student's parent(s) or guardian(s) within two (2) working days.
6. Upon written request, of the parent, guardian or adult student, the superintendent, or his designee, shall in a hearing review forthwith the action taken and confirm, disapprove, and/or modify such actions based on an examination of the record of the student's behavior and such other evidence as may be appropriate as determined by the superintendent, or his designee. Such written request must be filed with the superintendent, his designee, or the school principal within three (3) school days of the notice of suspension being given to the student or the right to a review by the superintendent, or his designee, shall be waived. Pending appeal to the superintendent, or his designee, the student may continue to attend school unless the student shall be found by the principal to be a continuing danger to self, other students, staff, and/or property, or to present an ongoing threat of disruption within the school. Failure of the parent, guardian, or adult student to make themselves available for a hearing within fifteen school days of submission of the appeal shall result in a waiver of the right to appeal and the suspension given the student at the school level shall be imposed.

7. The decision of the superintendent, or that of his designee, to suspend a student for up to and including five (5) consecutive school days is final and is not subject to appeal.

8. The superintendent's decision, or that of his designee to suspend a student for six (6) consecutive school days up to and including ten (10) consecutive days, may be appealed to the School Board. Such appeal must be in writing and must be filed with the superintendent, or his designee, within five (5) school days of receiving the written decision of the superintendent, or his designee. Failure to file a written appeal within the specified time shall constitute a waiver of the right to appeal. The School Board, or a committee thereof, will consider the appeal upon the record of the suspension, and such other evidence as it may determine to be appropriate at its next regularly scheduled meeting, or if determined appropriate by the chairman for reasons of scheduling at a special meeting of the board. Pending appeal to the board the student may continue to attend school, unless the student shall have been found by the principal, which finding is confirmed by the superintendent, or his designee, to be a continuing danger to self, other students, staff, and/or property, or to present an ongoing threat of disruption within the school.

9. Written notice to the parent/guardian shall be included in the initial letter of student suspension and in any subsequent letter of student suspension arising out of the appeal of such matter, that indicates the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs, other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension.

B. Suspensions in Excess of Ten Days

1. The School Board, the superintendent, or the Superintendent's designee(s) may suspend students from school and/or the bus in excess of ten (10) consecutive school days after the students and his/her parent(s) or guardian(s) have been provided written notice of the proposed action and the reason therefore and of the right to a hearing. The Superintendent or designee are authorized to suspend a student for a period of up to and including 180 school days. The superintendent shall promulgate regulations to carry out this policy.

2. In any case in which a student has been suspended by the superintendent, or his designee(s), in excess of ten (10) consecutive school days, the adult student or a student's parent(s) or guardian(s) may appeal the decision to the School Board. Such appeal must be in writing and must be filed with the superintendent, or his designee, within seven (7) calendar days of receiving the written suspension decision. Failure to file a written appeal within the specified time shall constitute a waiver of the right to appeal. The School Board will consider the appeal upon the record of the suspension hearing, and such other evidence as it may determine to be appropriate, within thirty (30) calendar days of the appeal being received by the superintendent or his designee. Pending appeal the student may continue to attend school unless the student shall have been found by the principal, which finding is confirmed by the superintendent or his designee, to be a continuing danger to self, other students, staff and/or property, or to present an ongoing threat of disruption within the school.

The Chairman of the School Board may elect, in his/her discretion, to appoint a committee of the Board composed of at least three members to hear disciplinary matters calling for the suspension of a student for six (6) consecutive school days or more which come to the board on appeal. A unanimous decision of the committee of the board shall be a final decision and is not subject to further appeal. The adult student, or a student's parent(s), or guardian(s), may appeal the committee's decision to the full board if the decision is not unanimous. Such appeal shall be decided by the board within thirty days. The appeal must be in writing and must be filed with the superintendent, or his designee, within five (5) calendar days of receiving written notice of the committee's decision. Failure to file a written appeal within the specified time shall constitute a waiver of the right to appeal.

3. Written notice to the parent/guardian shall be included in the letter of student suspension for greater than ten days that indicates the length of the suspension, and provides information regarding the availability of community-based educational, alternative education, or intervention programs. Such notice shall also state that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the school board during or upon the expiration of the suspension.

C. Expulsions

Only the board or a committee thereof exercises the authority to expel a student. An expulsion shall result in removal of the student from the regular school program for one calendar year or greater except as may otherwise be determined by the board or a committee thereof.

1. The principal may recommend to the superintendent, or his designee, that a student be expelled. The principal shall notify the student and his/her parent(s), or guardian(s) in writing of the proposed recommendation and include the following:

- a. The reasons for the recommendation of expulsion;
- b. The right of the adult student or a student's parent(s) or guardian(s) to a hearing before the superintendent, or designee(s), who will make a decision whether or not to forward the recommendation for expulsion to the members of the School Board or to impose a lesser sanction.
- c. The right to inspect during regular school hours the student's school records.

2. If the principal's recommendation of expulsion is upheld by the superintendent, or his designee, a hearing shall be conducted by the School Board or a committee thereof. Determination as to whether a committee of the board shall consider the matter shall be within the discretion of the Chairman. The superintendent, or his designee, will provide the adult student or the student's parent(s) or guardian(s) written notice concerning the date, time and location of the hearing before the School Board or its committee.

3. In the case of expulsion hearings conducted by committee, the committee shall be composed of at least three board members. A unanimous decision of the committee of the board shall be a final decision and is not subject to appeal. The adult student, or a student's parent(s), or guardian(s) may appeal the committee's decision to the full board if the decision is not unanimous. Such appeal shall be decided by the board within thirty

days. The appeal must be in writing and must be filed with the superintendent, or his designee, within five (5) calendar days of receiving written notice of the committee's decision. Failure to file a written appeal within the specified time shall constitute a waiver of the right to appeal.

4. Written notice shall be given to the parent/guardian of an expulsion and shall include notification of the length of the expulsion and the availability of community-based educational, training, and intervention programs. Such notice shall state further whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the school board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such re-admission. If the board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent/guardian of such student that the student may petition the school board for readmission to be effective one calendar year from the date of the expulsion, and of the conditions, if any, under which re-admission may be granted.

5. Upon written request of the parent/guardian of an expelled student, and after one calendar year from the date of the incident giving rise to the expulsion, the board or committee thereof shall review upon the record the expulsion status of the student and confirm, disapprove, or modify the expulsion as it determines to be appropriate. If the committee denies such request the parent/guardian may petition the board for review of such denial.

D. Hearing Procedure

The procedure for a hearing conducted by the full board, or a committee thereof, which hearing concerns expulsion, or appeal of a decision to suspend a student for six (6) or more consecutive school days, shall be as follows:

a. The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be in executive session unless otherwise determined by the School Board.

b. The School Board may ask for opening statements from the superintendent, his designee, or representative, and the adult student or the student's parent(s) or guardian(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.

c. The parties shall then present their evidence. Because the superintendent or his designee has the ultimate burden of proof, he/she shall present his/her evidence first. Witnesses may be questioned by the School Board members and by the parties (or their representative). The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination of witnesses giving testimony at the hearing.

d. A party shall produce such additional evidence as it deems necessary and/or appropriate. The School Board shall be the judge of the relevancy and

materiality of the evidence and shall attach such weight to the evidence as it determines is appropriate.

e. Exhibits offered by the parties may be received in evidence by the School Board and, when so received, shall be marked and made part of the record.

f. The School Board may, by majority vote, uphold, reject or modify the recommendation and/or decision of the superintendent, or his designee.

g. The School Board shall communicate its decision, to the student, his/her parent(s) or guardian(s), and to the superintendent, or his designee.

E. Suspension for More than Ten School Days or Expulsion of a Disabled Student Receiving Special Education Services

When a disabled student receiving special education services is considered for suspension of more than ten school days or for expulsion, the principal shall immediately refer the case to the Director of Special Programs. The principal shall proceed with the principal's regular informal hearing within the initial five days.

The Director of Special Programs shall ensure that a determination is made by a group of specialized, knowledgeable persons pursuant to the special education change of placement procedures of whether or not the student's current educational placement is correct, and, if it is correct, whether there is a direct causal relationship between the child's disability and the misconduct. If the educational placement is found to be incorrect, the appropriate placement will be determined. If the educational placement is correct, and provided that no direct causal relationship is found, the student shall be subject to regular disciplinary measures.

Adopted by School Board: October 10, 1978

Amended by School Board: June 20, 2006

7-59

7-59

STUDENTS

Search and Seizure/Evidence/Contraband

In order to secure the school environment so learning can take place and to protect persons from potential harm, school administrators and their designees are authorized to conduct reasonable searches of students, student lockers, student property including automobiles, and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol and other illegal, unauthorized, or contraband materials in violation of school policy and regulation, or state law. School administrators and their designees are authorized to seize illegal, unauthorized, or contraband materials discovered in the search.

A. Definition

As used in this policy, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

- (1) evidence of a violation of the student conduct standards contained in the student handbook and/or student code of conduct;
- (2) anything which because of its presence presents an immediate danger of physical harm or illness to any person; or
- (3) contraband which as used in this policy is defined as all substances or materials the presence of which is prohibited by school policy and regulation or state law including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, incendiary devices, tobacco products, and lookalike items.

B. Property Rights

All lockers, desks, and other storage areas provided for student use on school premises are owned by the school and remain the property of the school board and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed. The school exercises exclusive control over school property and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school administrators and their designees.

C. Search of Lockers/Desks/Storage Areas

- (1) School administrators and/or their designees may search a locker and its contents in instances where there is reasonable cause for a search of the locker. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search unless circumstances in the reasonable judgment of the administrator require prompt attention to protect the safety, health, or welfare of any person.
- (2) School administrators, their designees, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.

D. Search of Person

School administrators and/or their designees, may search the person of a student provided that the administrator and/or designee has reasonable cause for a search of that student or the student voluntarily consents to a search. Searches of the person of a student shall be limited to:

- (1) searches of the pockets of the student
- (2) any object in the possession of the student such as a purse or bookbag; and/or
- (3) a "pat down" of the exterior of the student's clothing.

Searches of the person of a student which require removal of clothing other than headgear, gloves, shoes, coats, jackets, sweaters, or other outerwear serving as outer garments, shall be referred to a law enforcement officer in accordance with subsection G of the policy. Searches of

the person of a student shall be conducted in a private room by a person of the same gender as the student being searched. At least one but not more than three additional persons of the same gender as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same gender as the student to be searched, and then reasonably available on school premises, shall witness the search unless declined by that individual. The parent or guardian of any student searched shall be reasonably notified of the search.

E. Search of Motor Vehicles

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow a search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. School administrators may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of the policy. The school retains authority to conduct routine patrols of parking lots and inspections of the exteriors of student automobiles on school property and to view the interiors of same. Such patrols and inspections may be conducted without notice and without student consent.

F. Evidence/contraband

Anything found in the course of a search conducted in accordance with this policy which is evidence of a violation of policy, regulation, state law, the student conduct standards contained in the student handbook, the code of student conduct, or which is contraband may be:

1. Evidence

- a. seized and admitted as evidence in any suspension or expulsion proceeding provided that it is marked for identification and kept in a secure place by the school administrator or his or her designee until it is presented at the hearing;
- b. returned to the parent or guardian of the student from whom it was seized;
- c. destroyed if it has no significant value, or
- d. turned over to any law enforcement officer in accordance with subsection G.

2. Contraband

Anything found in the course of a search conducted in accordance with this policy which is contraband or by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

- a. returned to the parent or guardian of the student from whom it was seized;
- b. destroyed; or
- c. turned over to any law enforcement officer in accordance with subsection G.

G. Assistance of Law Enforcement Agency

School administrators or their designees, may request the assistance of a law enforcement officer to:

- (1) search any area of the school premises, any student, or any motor vehicle on school premises; or
- (2) identify or dispose of anything found in the course of a search conducted in accordance with this regulation.

Where law enforcement officers respond to such a request no school employee shall assist or otherwise participate in any search conducted.

Editor's Note

See also division regulation #R 7-59

Adopted by School Board: March 24, 1987

Amended by School Board: May 28, 2002

7-5

7-5

STUDENTS

Title IX (Sex Discrimination) Grievance Procedures

Discrimination on the basis of sex, including sexual harassment by students and/or school employees, is prohibited.

Complaints of sex discrimination may be filed by a student and/or parent pursuant to the following procedure:

STEP 1: Complaints are to be reported to the Principal or Guidance Counselor. Complaints filed with the counselor will be forwarded by the counselor to the Principal for investigation and action. Alternatively a student or parent may report a complaint to the Supervisor of Testing/Student Services. It shall be the goal of the Principal and Supervisor to arrive at a prompt and reasonable resolution of the complaint which is equitable to all parties.

The Principal or Supervisor shall inform the complainant in writing of what action, if any, shall be taken within ten (10) school days of receiving the complaint. Complaints of student on student harassment may result, following investigation and due process, in disciplinary measures which are consistent with the Student Code of Conduct (Regulation 7-32) being taken against a student. If the action taken involves discipline imposed on another student, the information provided to the complainant shall be consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA) and its regulations which generally prohibit the school from releasing personally identifiable information absent consent of the student and parent except in certain limited circumstances directly related to the student complainant. The Principal or Supervisor shall also inform the complainant as to the procedure to pursue the complaint further should it not have been resolved to the satisfaction of the complainant.

STEP 2: If the action of Step 1 fails to resolve the complaint to the satisfaction of the complainant, the complainant shall submit, within seven calendar days of receiving the written decision of the Principal or Supervisor, the complaint in writing to the Title IX Coordinator (who is the Executive Director of Human Resources).

The Title IX Coordinator shall investigate and inform the complainant in writing of what action, if any, shall be taken within fifteen (15) school days of receiving the complaint. The Coordinator shall also inform the complainant as to the procedure to pursue the complaint further should it not have been resolved to the satisfaction of the complainant.

STEP 3: If the action of Step 2 fails to resolve the complaint to the satisfaction of the complainant, the complainant shall, within seven calendar days of receiving the written decision of the Title IX Coordinator, submit the complaint in writing to the Superintendent.

The Superintendent shall investigate and inform the complainant in writing of what action, if any, shall be taken within ten (10) school days of receiving the complaint. The Superintendent shall also inform the complainant as to the procedure to pursue the complaint further should it not have been resolved to the satisfaction of the complainant.

STEP 4: If the action of Step 3 fails to resolve the complaint to the satisfaction of the complainant, the complainant shall, within seven calendar days of receiving the written decision of the Superintendent, submit the complaint in writing to the board.

The board shall commence consideration of the complaint at its next regular meeting and may, if it deems appropriate, conduct a hearing which hearing may be on a later date. The board shall, within fifteen (15) days of having completed its consideration and/or hearing of the matter, render a decision and shall inform the complainant of that decision in writing through the Superintendent. The decision of the board shall be final.

Legal Reference: Through June 30, 1999

Title IX of the Education Amendments of 1972, 20 U.S.C. . 1681, et seq.

Department of Education, Office for Civil Rights Sexual Harassment Guidance; Harassment of Students, Oct. 4, 1996, 61 FR 52172.

Adopted by School Board: July 8, 1997

Amended by School Board: July 13, 2004

PROSECUTION OF JUVENILES AS ADULTS FOR CERTAIN CRIMES

Pursuant to Section 22.1-279.4 of the Code of Virginia, The Office of the Attorney General has developed the following information concerning the prosecution of juveniles as adults for the commission of certain crimes. The Code of Virginia requires that local school boards disseminate that information to parents and students.

Who is a juvenile? While a juvenile is any person under the age of 18, the provisions of this law impact only those juveniles who are 14 years of age or older. (Sections 16.1-228 and 16.1-269.1 of the Code of Virginia.)

When is the age of the juvenile calculated? For the purposes of transferring a juvenile for trial as an adult, the court looks to the age of the child at the time the act was committed. (Section 16.1-241 of the Code of Virginia.)

Under what circumstances does the law permit the transfer of juveniles for trial as adults? The law permits the transfer of juveniles for trial as adults under three specified circumstances. Further, the process that is to be followed in order to make the transfer is different for each circumstance. The following is an outline of each circumstance and the procedure for transfer.

Circumstance #1

Except as provided in #2 and #3 below, a transfer can occur when a juvenile age 14 or older who is charged with a crime which would be a felony if committed by an adult (Section 16.1-269.1 A. of the Code of Virginia.) A felony is defined as any crime which is punishable by death or confinement in a state correctional facility. There are six classes of felonies and the punishment for felonies ranges from death or imprisonment for life and a fine of not more than \$100,000 for the class 1 felony to a term of imprisonment for not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both, for the class six felony. (Sections 18.2-9 and 18.2-10 of the Code of Virginia.)

The procedure for a transfer under Circumstance #1 is that the transfer is made upon the formal request (motion) of the Commonwealth's Attorney's office. The juvenile court then holds a transfer hearing to determine (1) if there is probable cause for the charge to move forward and (2) if the child is not a proper person to remain within the jurisdiction of the juvenile court. In determining whether the child is not a proper person, the court must look at:

- ◆ the age of the child;
- ◆ the seriousness and the number of offenses
- ◆ whether the child can be retained in the juvenile system long enough to be rehabilitated [which is 36 months or until age 21, whichever comes first];
- ◆ the availability of services and dispositional alternatives in both the adult and juvenile systems;
- ◆ the child's prior record;
- ◆ whether the child has previously escaped from a juvenile correctional facility;
- ◆ any degree of mental retardation or mental illness;
- ◆ the child's school record and education;
- ◆ the child's mental and emotional maturity; and
- ◆ the child's physical condition and maturity (Section 16.1-269.1 A. of the Code of Virginia.)

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, murder by lynching or as a result of mob action, or aggravated malicious wounding. (Section 16.1-269.1 B. of the Code of Virginia.)

The procedure for a transfer under Circumstance #2 is that the transfer is automatic. Consequently, whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, murder by lynching or as the result of mob action, or aggravated malicious wounding, he/she must be tried as an adult. The juvenile court merely holds a preliminary hearing to determine whether there is probable cause for the charge to move forward. The decision to transfer is not discretionary. This law went into effect on July 1, 1996. (Section 16.1-269.1 B. of the Code of Virginia.)

Circumstance #3

A transfer can occur when a juvenile 14 years of age or older is charged with the following offenses: second degree murder, if by accident while in the prosecution of some other act which is a felony, injury by mob, abduction, malicious wounding, malicious wounding of a law enforcement officer, poisoning, attempted poisoning, robbery, car jacking, rape, forcible sodomy, or object sexual penetration. (Section 16.1-269.1 C. of the Code of Virginia.)

The procedure for a transfer under Circumstance #3 is that the transfer is made at the discretion of the Commonwealth's Attorney. Consequently, if the Commonwealth's Attorney decides to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing and must, if there is probable cause to move the charge forward, transfer the juvenile for prosecution as an adult. This law went into effect on July 1, 1996. (Section 16.1-269.1 C. of the Code of Virginia.)

If a child is transferred for trial as an adult, what happens if he/she has also been charged with other offenses? If any one charge is transferred, then all other charges of delinquency arising out of the same act will be transferred. (Section 16.1-269.6 C. of the Code of Virginia.)

Does the transfer impact subsequent convictions? Yes. Once a child, who is a juvenile, is convicted as an adult all subsequent criminal offenses, of whatever nature, will be treated as adult offenses. In those instances, transfer proceedings are not required. (Section 16.1-269.1 C. of the Code of Virginia.)

What happens when an adult is sentenced for a crime they committed as a juvenile? The juvenile court may impose an adult-type penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. Consequently, any juvenile who is tried as a juvenile but is 18 years of age or older at sentencing may receive an adult penalty for a conviction as a juvenile. (Section 16.1-284 of the Code of Virginia.)

What can happen if a juvenile is tried as an adult? There are significant differences on the impact of going through the criminal justice system as juvenile and going through as an adult. In the traditional juvenile system, a juvenile is given additional protections because of their youth. First, issues related to the charge and conviction of a crime may be confidential and therefore may not be available to the public. Second, the juvenile's criminal record is erased, following a period of time, when the juvenile becomes an adult. Third, a juvenile who is convicted remains in the juvenile system where a judge has a lot of freedom to determine the punishment/consequence to be imposed. In the juvenile system the emphasis is on treatment and education. In contrast, if a juvenile is prosecuted as an adult (1) the issues and information related to the charge and the conviction of a crime are part of the public record; (2) the information is part of an adult criminal record and is therefore never erased when the juvenile becomes an adult; and (3) the juvenile is subject to the sentencing guidelines which are imposed in the state system. These guidelines provide for minimum sentencing requirements and do not provide the judge with freedom in imposing a punishment; however, the circuit court judge does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

NOTICE OF PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS

The Code of Virginia contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. Through this law, the General Assembly has asserted its position that parents do not relinquish their responsibility for disciplining or managing their children while they attend public schools. Rather, parents must work in partnership with school administrators to maintain a safe and orderly school environment. The Code of Virginia provides:

. 22.1-279.3 Parental Responsibility and Involvement Requirements.

A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior and educational progress.

E. In accordance with the due process procedure set forth in this article and the guidelines required by . 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the child in need of supervision.

F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The court may also require participation in parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court. (2004)

NOTICE: MISDEMEANOR TO MAKE FALSE STATEMENTS AS TO RESIDENCY

The Code of Virginia provides that under certain circumstances it shall be a misdemeanor for any person to knowingly make a false statement concerning residency.

§ 22.1-264.1. Misdemeanor to make false statements as to school division or attendance zone residency; penalty.

Any person who knowingly makes a false statement concerning the residency of a child, as determined by § 22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor.

NOTICE: AVAILABILITY OF POLICY MANUAL

Consistent with Virginia Code §22.1-253.13:7, copies of the Stafford County Public Schools policy manual are available for access by the public in the library of each of the division schools, as well as the Central Rappahannock Regional Library in Fredericksburg and the Porter Library in Stafford. Additionally, the policy manual is also available on the Internet at www.staffordschools.net.

NOTICE: SEX OFFENDER REGISTRY INFORMATION

Pursuant to Virginia Code §22.1-79.3, notice is given that information regarding sex offenders is available in the Sex Offender and Crimes Against Minors Registry and may be accessed on the Internet at <http://sexoffender.vsp.state.va.us/cool-ICE/>.

NOTICE: RIGHT TO PETITION

Pursuant to Virginia Code §22.1-253.13:7 notice is given that any parent or guardian of a student who is aggrieved by an action of the school board may, within thirty days after such action, petition the local circuit court to review the action of the school board.



STAFFORD COUNTY PUBLIC SCHOOLS 2006-2007 CALENDAR

JULY 2006						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	4 Independence Day				

AUGUST 2006						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	23 - 25 New Teacher In-Service 28 First Day for Teachers 29 Instructional Mtg/Lead Teacher/Dep Head	

SEPTEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1 Teacher Workday 4 Labor Day 5 First Day of School for Students 27 ER Elementary Only						

OCTOBER 2006						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	6 Early Release Elementary Only 9 Teacher Workday/Columbus Day/ School Level Inservice			

NOVEMBER 2006						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	6 ER Elementary Only / End 1 st Nine Weeks 7 Teacher Workday 22-24 Thanksgiving Break	

DECEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	20 Early Release All Grades 21-29 Winter Break					

JANUARY 2007						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1,2 Winter Break		
15 ML King, Jr. Day 24-26 Exams						
24-25 ER MS/HS Only 26 End First Semester						
26 ER All Grades 29 Teacher Workday						

FEBRUARY 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	16 Early Release All Grades 19 Presidents' Day 28 ER Elementary Only		

MARCH 2007						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
16 Early Release Elementary Only						

APRIL 2007						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	5 End 3 rd Nine Weeks 6 Teacher Workday / Early Release Staff 9-13 Spring Break				

MAY 2007						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	25 Early Release All Grades 28 Memorial Day	

JUNE 2007						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
13 ER MS/HS Only 14-15 ER All Grades TBD High School Graduation 15 Last Day of School						

Regular School Day
Early Release (ER)
Specific grade levels and times vary

Student / Teacher Holiday
Teacher Workday/In-Service
Teacher Workday/ Early Release

Early Release Days - December 20, February 16, April 6, May 25 are 2 hours early release for all students and staff - All others are a 2 1/2 hour early release - dates vary by grade level

High School Graduation (TBD)

The Stafford County
School Board
reserves the right to
amend this calendar.
Adopted by the
Stafford County
School Board on
3/22/05

Important Dates: 2006-2007 Year

August 2006

23-25 New Teacher In-Service
28 First Day for Teachers
29 Instructional Meeting/Lead Teacher/Department Head

September 2006

1 No school – Teacher Workday
4 Labor Day - No school
5 First Day of School
27 1:00 early release for elementary students only

October 2006

6 1:00 early release for elementary students only
9 Columbus Day – No school
Countywide Teacher In-Service

November 2006

6 1:00 early release for elementary students only
6 End 1st Nine Weeks
7 Election Day – No school
Teacher Workday
22-24 Thanksgiving Break – No school

December 2006

20 2-hour early release – All students and staff
21-29 Winter Break – No school

January 2007

1,2 Winter Break – No school
15 Martin Luther King, Jr. – No school
24-25 Exams – MS/HS only - 2 ½ hour early release
26 Exams – 2 ½ hour early release for all students

26 End of 1st semester
29 No school – Teacher Workday

February 2007

16 2-hour early release
All students and staff
19 Presidents' Day – No school
28 1:00 early release for elementary students only

March 2007

16 1:00 early release for elementary students only

April 2007

5 End of 3rd Nine Weeks
6 No school – Teacher Workday
6 2-hour early release – All staff
9-13 Spring Break - No school

May 2007

25 2-hour early release – All students and staff
28 Memorial Day – No school

June 2007

13 MS/HS only - 2 ½ hour early release
14-15 2 ½ hour early release – All students
15 Last Day of School
18-19 Teacher Workday
TBD High School Graduation Day

This calendar applies to students and most 10-month employees

Exams

If inclement weather causes a change in the exam schedule, the workday will be moved to the day after exams.

Early Release Days

September 27 – Elementary Only – 2 ½ hour early release
October 6 – Elementary Only – 2 ½ hour early release
November 6 – Elementary Only – 2 ½ hour early release
December 20 – All students and staff - 2 hour early release
January 24 & 25 – MS/HS Only – 2 ½ hour early release
January 26 – All students - 2 ½ hour early release
February 16 – All students and staff - 2 hour early release
February 28 – Elementary Only – 2 ½ hour early release
March 16 – Elementary Only – 2 ½ hour early release
April 6 – All staff - 2 hour early release
May 25 - All students and staff – 2 hour early release
June 13 – MS/HS Only – 2 ½ hour early release
June 14-15 – All students - 2 ½ hour early release

Missed Days

Procedures for making up days missed due to inclement weather:
Days 1-5 missed due to inclement weather will be made up by reducing the school year from 180 to 175 days. Teachers and other employees working less than eleven months are expected to accumulate equivalent work hours so as to make-up these days. Such work hours are to take place outside of the prescribed workday as approved by the worksite administrator.
Days 6-9 will be made up as follows:
Day 6 – February 19
Day 7 – April 6
Day 8 – June 18 - added
Day 9 – June 19 - added



Parent Conferences

Stafford County is committed to conferencing with parents at least twice a year in order to maintain a successful partnership in our children's education. Evening conference opportunities will be provided.

INCLEMENT WEATHER PROCEDURES



Are Schools Closed or Delayed Today?

It's snowing! Do we have school today? On snowy winter mornings students of all ages across Stafford County may ask this question. How will Stafford County Schools determine whether schools will be closed or delayed? The answer results from many hours of assessment by Stafford County Public School staff.

Stafford County Public Schools Policy 6-10 states "When, in the opinion of the superintendent, conditions exist which might prove hazardous to the safety and welfare of the students and teachers of this division, the superintendent shall have the authority to alter the schedule of the schools—or a school—until such hazardous conditions cease to exist."

Often we are asked, "how did you make the decision to close or not to close schools today?" The process involves many staff members and community organizations. On mornings when inclement weather (snow, ice, rain, hurricanes, etc) is expected or is a possibility, the Stafford County Public Schools' weather operations center opens.

*At 4:00 a.m. the inclement weather operations center opens.

*The Sheriff's Office and VDOT are contacted for

updates on current road conditions and any particular areas of concern.

*The weather operations center staff monitors weather forecasts through a variety of weather sites and contacts other school divisions to determine their opening, closing or delay status.

*The five member road assessment team drives assigned routes throughout the county determining road conditions and hazards for bus drivers. They are on the road between 4:00 and 5:00 a.m. checking road conditions, school driveways and parking lots. They communicate the road conditions in their sectors to the weather operations center.

*By 5:15 a.m. the weather operations center staff forms an initial recommendation to open, close, or delay the opening of school and relays this recommendation to the superintendent.

*By 5:30 a.m. the superintendent makes the final decision regarding opening of schools.

At 5:30 a.m.:

*The decision to close or delay opening of schools is sent to the Associated Press Wire Service which sends the announcement to all member television and radio stations in the Metro DC area.

*The information is posted on the School Division website at

www.staffordschools.net and on the central office voice mail system at **658-6698** and sent to www.schoolsout.com.

*Individual media outlets are also contacted regarding school closing status.

*If the decision is to delay the opening of school, the road assessment team continues to check the road conditions. The weather operations center staff continues to monitor weather forecast information and to check with other school divisions on their final decision for opening schools.

*The road assessment team reports to the weather operations center by 7:15 a.m. and a final recommendation is made to the superintendent for maintaining the delayed opening or for closing for the day.

Time Line At A Glance

4 a.m.: Stafford County Schools weather operations center and road assessment teams begin evaluating weather conditions.

5:15 a.m.: Weather operations center staff makes a recommendation regarding closing or delaying school.

5:30 a.m.: The superintendent makes the final decision regarding the opening of schools.

5:30 a.m.: All television and radio stations in the DC area are notified of the decision.

5:45 a.m.: The decision is posted to www.staffordschools.net, placed on the central office voice mail system at **540/658-6698** and sent to www.schoolsout.com for notification to registered email and cell phone accounts.

7:15 a.m.: The deadline for changing a school delay to a school closing.

On the day following an inclement weather day, parents and students have asked for information regarding whether school is operating on a regular schedule. This year Stafford Schools will post on the website a statement that schools are operating on a regular schedule. As the news media will not announce that we are operating regularly, this is the only way we will be able to communicate this information.

For school closing and delay announcements, call 540-658-6698 or check the website at www.staffordschools.net or register with www.schoolsout.com for email and cell phone notifications.

WHERE TO FIND SCHOOL CLOSING ANNOUNCEMENTS

All local radio and television stations are informed of school closings and delays.

Families may wish to check with several media sources to verify closing information.

The Stafford Schools' website at www.staffordschools.net posts the information as soon as the decision is made. (Remember to "Refresh" or "Reload" each time you visit the site!) Also, the Free-Lance Star's website at www.fredericksburg.com also posts the closings and delays.

FM Stations:

WFLS 93.3
WBQB 101.5
WJYJ 90.5
WGRQ 95.9
WMAL 107.3
WPER 89.9
WTOP 103.5
WWUZ 96.9
WKYS 93.9
WPGC 95.5

AM Stations:

WFVA 1230
WMAL 630

Television Stations:

WJLA CH 7 ABC
WRC CH 4 NBC
WTTG CH 5 FOX
WUSA CH 9 CBS
WWBT CH 12 NBC

Websites:

www.staffordschools.net
www.fredericksburg.com
www.wtop.com
www.schoolsout.com

SCHOOLSOUT.COM

Stafford County joined School's Out to provide email notifications to parents and the community. School's Out can distribute closing and delay information to the public regarding Stafford Schools during snowstorms, hurricanes, wind and ice storms, floods, power failures, and even heating and air conditioning failures. This program is provided at no cost to the parents or the school systems that use the School's Out service.

School employees directly update the School's Out site and information flows immediately to registered email accounts. To date, we have more than 5000 registered users receiving information regarding Stafford Schools' closings and delays. If you would like to have email or cell phone notifications, go to www.schoolsout.com to register.

How is the school calendar adjusted for days missed due to inclement weather?

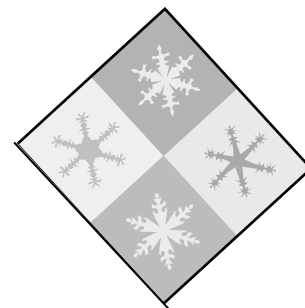
The first five days missed due to inclement weather will be made up by reducing the school year from 180 to 175 days. Days 6-9 will be made up as follows:

Day 6: Attend school on February 19

Day 7: Attend school on April 6

Day 8: Attend school on June 18

Day 9: Attend school on June 19



Driving In Inclement Weather: Is Your Student Ready?

Road conditions may not be appropriate for inexperienced drivers during inclement weather.

Parents should determine whether their student drivers have the experience to drive in certain road conditions. The school division's decision to close or delay school is based on the ability of our professional school bus drivers to safely transport students to and from school.

School administrators and parents are to be aware that School Board Policy 6-10 allows parents the option of not sending their child to school during inclement weather when, in the parent's judgment, conditions in their neighborhood are unsafe. In such cases, upon notification by the parent, the student will receive an excused absence. The student will be required to make up any work missed.